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ABSTRACT

The growth and development of interlibrary loan among libraries is necessary to meet the needs of users of all libraries. This manual, developed for personnel in interlibrary loan departments of all types of Louisiana libraries, consists of a code outlining the general philosophy; limitations and scope of interlibrary loan in the state; and a manual of procedures for verification and location, routing of requests, renewals, repayment of postage, insurance, and other procedures involved in interlibrary loan activity. Appendices include sample request forms; a map of the interlibrary loan system and proposed regions; and a directory of interlibrary loan policies for public, academic, and special libraries throughout the state. (Author/MBR)

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LOUISIANA INTERLIBRARY LOAN CODE AND PROCEDURE MANUAL:

AN OFFICIAL PUBLICATION OF THE LOUISIANA LIBRARY ASSOCIATION.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

Prepared by the LLA ad hoc Committee on Interlibrary Loan

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1977

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Louisiana Directory of Interlibrary Loan Policies

Public Libraries

Academic Libraries

Special Libraries

(alphabetically arranged)

INTRODUCTION

The growth and development of interlibrary loan as a service is recognition that formal cooperation among libraries is necessary to meet the needs of users of all types of libraries. The LLA Interlibrary Loan Code and Procedure Manual has been developed for personnel in interlibrary loan departments of all types of Louisiana libraries. Additionally, the contents may be of use to library staff members who seldom handle interlibrary loan transactions.

For more detailed information on the ALA interlibrary loan policy, national and international interlibrary loan procedures, photocopying, copyright problems, reprinting, teletyping, Library of Congress services, etc., the reader is referred to:

Thomson, Sarah Katherine. Interlibrary Loan Procedure Manual, Chicago, American Library Association, 1970.

Librarians involved in interlibrary loan should study the Louisiana Manual along with the Louisiana Directory of Interlibrary Loan Policies. Borrowing libraries should screen all requests according to the Louisiana Interlibrary Loan Code, 1976. All libraries are expected to follow the procedures in this manual.

The preparation and publication of this document has been made possible through the combined support of the Louisiana Library Association and the Louisiana State Library. This Committee wishes to express its gratitude to the State Library for the financial assistance provided the Committee in the printing and distribution of the publication. For various kinds of assistance ranging from advice, to editing and communicating with libraries throughout the state, the Committee expresses its appreciation to Mrs. Hester Slocum

of the New Orleans Public Library. and Mrs. Betty Lou Roundtree of the Louisiana State Library. Although these librarians were not members of the Committee, their interest and assistance in the preparation of this manual were invaluable.

As the demand for interlibrary loans increases and costs rise, some restrictions are necessary. Each library, therefore, is entitled to establish its own loan policy. Mutual cooperation among libraries is necessary if librarians are to meet the informational needs of their users. This philosophy should enable all interlibrary loan personnel to provide efficient service to other libraries as well as to their own patrons.

LOUISIANA INTERLIBRARY LOAN CODE

Adopted April 2, 1976
by
Louisiana Library Association

Although correlated with the A.L.A. National Interlibrary Loan Code (adopted June 27, 1968, published in RQ, Fall, 1968, pp. 42-5) this code is intended to promote a more liberalized interlibrary loan policy among the libraries adopting it. It is based on the premise that lending among libraries is in the public interest and should be encouraged. However, liberal interlibrary lending should be no substitute for the development of adequate collections based on the needs of the service areas represented in libraries and library systems.

This code may be further expanded or modified to meet the particular interests of participating libraries.

I. Definition

Interlibrary loans are transactions in which library materials are made available by one library to another, for the purposes of this code they also include the provision of copies as substitutes for loans of the original materials.

II. Purpose

Since it is increasingly evident that it is impossible for any one library to be self-sufficient, and in the belief that the furtherance of knowledge is in the general interest, interlibrary borrowing and lending is regarded by the libraries subscribing to this agreement as essential to library service.

III. Responsibility of Lending Libraries

With due consideration to the interests of their primary clientele, lending libraries will practice as liberal and unrestrictive a policy as is possible in interlibrary loans.

IV. Responsibility of Borrowing Libraries

1. It is recognized that interlibrary lending does not relieve any library of the responsibility of developing its own collection. Each library will provide resources to meet the ordinary study, educational, instructional, informational and research needs of its users. No library should depend upon another to supply the normal needs of its clientele except under agreement for such service.

2. Borrowing libraries will screen carefully all applications for loans, rejecting those which do not conform to this code. (see also article VII, Conditions of Loans; Article IX, Form of request).

V. Scope

1. Any type of library material may be requested on loan. The lending library has the privilege of deciding in each case whether the original or a copy should be sent. These decisions may be determined by the nature of the material or its physical condition, the degree of active demand for the material requested or other specific reasons.

2. Under the terms of this agreement, libraries will not ordinarily lend (particularly with regard to A, B, and G)

   A. Books in current and/or recurring demand

   B. Serials

   C. Reference Materials

   D. Rare materials including manuscripts

   E. A large number of titles for one person at any one time

   F. Bulky or fragile material

   G. Materials which can be copied inexpensively

H. Materials for class, reserve, group, or other extended uses

I. Genealogical or Heraldic material

3. Each participating library will prepare a statement of its inter-library loan policies and will make this statement available to all participating libraries.

VI. Expenses

1. The borrowing library will assume all costs charged by the lending library as agreed upon in this code. If the charges are more than nominal, and not authorized beforehand by the borrowing library, the lending library will inform the requesting library and obtain authorization to proceed with the transaction. Borrowing libraries should attempt to anticipate charges and authorize them on the initial request.

2. Libraries may make special contractual or other arrangements, including financial reimbursement or other adjustments in recognition of service contributions from libraries whose resources are used extensively under this agreement.

VII. Condition of Loans

1. The safety of borrowed materials is the responsibility of the borrowing library. In accordance with the preferences of the lending library, the borrowing library will meet all costs of repair or replacement in the event of loss or damage.

2. The borrowing library will honor any limitations on use imposed by the lending library.

3. The borrowing library is responsible for returning loans promptly and in good condition.

4. Unless specifically forbidden by the lending library, it is assumed that copying is permitted, provided that it is in accordance with copyright law and A.L.A. policy, and provided no damage to the original volume will result.

VIII. Placement of Requests

1. Every effort will be made to locate materials through available local, state, regional, and national union catalogs, book catalogs, and union lists.
2. Special arrangements for lending of materials by designated resource libraries may be made within the context of this agreement. Requests should be routed through such established channels as agreed upon by libraries participating in a local, state or regional plan for library service.
3. Requests should be made by mail, or transmitted by special or regularly scheduled messenger service, using the standard A.L.A. form or the A.L.A. photoduplication form (or a mutually acceptable form) or by teletype, using a format based on the standard form (Thomson, Sarah Katherine, Interlibrary Loan Procedure Manual. ALA, 1970).

IX. Form of Request

1. Materials requested must be described as completely and accurately as possible following accepted bibliographic practice.
2. All items requested shall be verified in standard bibliographic tools and sources of verification cited. When the item requested cannot be verified, the statement "cannot verify" shall be indicated, and complete information as to source of reference furnished.
3. If verification is disregarded, or the bibliographic data is incorrect, and unless special agreement otherwise provides, the lending library will return the request unfilled.

4. The name and position (or other identifying information) of the individual for whom the material is being requested shall appear on the request form.

5. All requests and shipments shall be conspicuously labeled "Interlibrary Loan."

X. Duration of Loan

1. Libraries are encouraged to consider the time materials will spend in transit, calculating the loan period as the time the item is in use in the borrowing library.

2. The borrowing library shall ask for renewal only in unusual circumstances and a second renewal should never be asked for without a specific explanation. The lending library should respond to renewal requests promptly.

3. The loan period specified by the lending library should be appropriate to the type of material.

4. The borrowing library is responsible for returning interlibrary loans promptly and in good condition.

XI. Notification and Acknowledgment

1. The lending library shall notify the borrowing library promptly whether or not the material is being sent; if the material cannot be supplied, the lending library shall state the reason.

2. Except in the case of very valuable shipments, no acknowledgment of receipt is necessary. If there is undue delay in receipt of shipments, the borrowing library shall notify the lending library so that a search may be initiated.

XII. Violation of Code

Continued disregard of the provisions of this code shall be sufficient reason for a lending library to suspend borrowing privileges of an offending library.

LOUISIANA INTERLIBRARY LOAN PROCEDURE MANUAL

Section I
BORROWING LIBRARIES
DIRECTIONS FOR INTERVIEWING PATRONS

SUPPLIES: Workslips for patron interviews, similar to example.

REQUEST FOR INTERLIBRARY LOAN DATE_____

Journal title_____

Volume_____Issue_____Pages_____Month_____Year_____

Authors_____

Title_____

_____

Where was reference found?_____

_____

Will patron accept photocopy?_____Maximum amount will pay?_____

NOTICE
WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Request complies with: [ ] Copyright guidelines [ ] Copyright law

Book title_____

Authors_____

Publisher_____Edition_____Year_____

Where was reference found?_____

_____

Date after which no longer needed:

_____

Name_____

Address_____Telephone_____

Health Services?_____

U.S.D.A. Personnel?_____

PROCEDURE:

1. Follow the Louisiana Interlibrary Loan Code adopted on April 2, 1976, by the Louisiana Library Association for requesting materials from in-state libraries. The American Library Association Code should be used in dealing with out of state libraries.

2. Explain to patron the services available through interlibrary loan. Indicate that varying lengths of time are required for materials to be obtained. Determine whether the patron has a deadline for the item requested and note that information. Inquire whether patron is employed in the health services or by U.S.D.A., and therefore eligible for special privileges.

3. Ascertain all information the patron has about the book (e.g. source of information, date, title, etc.).

4. Indicate on the form whether the patron will accept any edition or requires a specific edition.

5. Record and verify, if possible, the following:

   a. author's full name

   b. complete title

   c. publisher

   d. date

   e. edition

6. List the full citation when requesting periodical titles as follows:

   a. periodical title (no abbreviations)

   b. date of publication, volume and issue numbers when available.

   c. author of article

   d. article title

   e. inclusive pages of article

7. Explain that a photocopy for which a fee is charged may be sent. Establish the maximum fee acceptable to the patron and state this on the form.

8. Review the form while the patron is present to determine that all necessary information has been recorded.

SECTION II
BORROWING LIBRARIES
TRANSMITTAL OF REQUESTS

I. Verification and location.

A. Find title listed in recognized verification tool (See Appendix V) and record LC card number or NUC number if available.

B. If asked to do so, LSL will check its tools, or refer interlibrary loans.

C. Check LC or NUC number in LNR and record locations.

D. Route requests according to chart below.*

Type of Borrowing Library	When locations are listed in LNR	When no locations are listed in LNR
1. La. State Library	Request from smallest library, then nearest library.	Request from the nearest library listed in a bibliographic tool; then from the most likely library to own title.
2. System Centers	Request from the System Center library, then library within System, then other System Center, or LSL, then smallest other library listed.	Request from the nearest library listed in a bibliographic tool; then refer to LSL, to locate or borrow if requested.
3. System member public libraries	Request from System Center.	Request from System Center.
4. System member special libraries	Request from System Center.	Request from System Center.
5. Non-System member public libraries	Request from LSL, then System Center, then the smallest other library, except academic or special. (Request through LSL)	Request from LSL, then from nearest library listed in bibliographic tool.
6. Non-System member special libraries	Request from LSL, then System Center, then the smallest other library.	Request from LSL, then from nearest library listed in bibliographic tool.
7. Academic libraries	Request from the smallest library, and from libraries within the same delivery system.	Request from nearest library listed in bibliographic tool.
8. State Institution libraries, established by LSL	Request from LSL.	Request from LSL.

* Specialized network procedures and/or communication capabilities are excepted from this chart.

II. Requesting titles on interlibrary loan.

A. Check that request conforms to policies of lending library. (See La. Directory of Interlibrary Loan Policies)

B. Use recognized interlibrary loan request form. (See Appendix I)

C. Check typed request form for the following:

1) Complete Library of Congress author entry.
2) Complete Library of Congress title entry.
3) Publisher
4) Date
5) Edition, if important
6) L. C. card number
7) Source of verification, or patron's source
8) Complete mailing addresses of borrowing library and lending library.
9) Name and address of patron and status if known.
10) Indicate if photocopy is acceptable and maximum amount patron will pay.
11) Check either CCL or CCG

D. Proofread request form.

E. When mailing request form, include self-addressed package label for lending library to use in mailing material. (See Appendix II)

F. Retain one copy of request form for your files.

SECTION III
BORROWING LIBRARIES
RECEIVING AND RETURNING MATERIALS

Advance Notification

1. Some lending libraries notify borrowing libraries as to whether or not materials are being sent.

2. Periodically check outstanding requests and note whether there is undue delay in the receipt of shipment.

3. Inform the lending library of delays so that a search may be initiated.

Receiving Materials

1. Match the item with the original request.

2. Note the date due, restrictions (copying, in library use), postage, handling costs, and other notes on the request form.

3. File the forms by date due.

4. Promptly notify the patron.

5. Point out to him the date due and any restrictions on the material.

6. Unless specifically forbidden by the lending library, it is assumed that copying is permitted provided it is in accordance with copyright laws and ALA policy and provided no damage to the original volume will result.

7. Even if the reader fails to use the material, it should be returned promptly by the date due.

8. Material on loan is subject to recall at any time and the borrowing library shall comply promptly.

Renewal Requests

1. Keep requests for renewal to a minimum.

2. Send the renewal request in time to reach the lending library before the date due.

3. The lending library will specify the amount of extended loan or refusal.

4. Return the material as requested.

Returning Material by Courier

Follow the established local system procedure.

Returning Material by Mail.

1. The library may send a separate notice indicating the material is being sent.

2. Package the material complying with any special instructions for packaging.

3. Completely and accurately address the material and mark "Interlibrary Loan". Use a shipping label if provided.

4. Send library rate.

5. Insure for the same value as received if known. Keep insurance information for potential claims.

6. The borrowing library pays the return postage and insurance and reimburses the lending library for its postage, insurance, and handling costs if required.

7. It is the responsibility of the borrowing library to return the material promptly and in good condition. The safety of the borrowed material is the responsibility of the borrowing library. In case of loss or damage, the borrowing library is obligated to meet all costs of repair or replacement, in accordance with the preference of the lending library.

SECTION IV
LENDING LIBRARIES
PROCEDURES FOR HANDLING REQUESTS

As outlined above, the borrowing library or system should complete all bibliographic verification so that lending libraries will have minimum responsibilities in this area. Lending libraries are only obligated to search for the entry as submitted. If in the normal process of locating the material obvious errors are detected, the lending librarian may alter the request form accordingly, and complete the interlibrary loan request.

Lending libraries will be as liberal as possible in their policies but are not obligated to explain reasons for not lending certain materials beyond that provided for on the standard ILL form. Lending libraries will be as prompt in filling requests as possible; any delay should be reported to the borrowing library. The following procedure is suggested:

1. Receive the request (by mail, courier, telephone, TWX, etc.).
2. Look up call number by main entry.
3. Note call number on ILL form provided.
4. Retrieve material from shelf.
5. Check the material against the request for accuracy.
6. Note on the ILL form the date sent, date due, and any restrictions required on the use of the material.
7. If postage, insurance, and/or other handling charges are required, note this information on the ILL form as the borrowing library must reimburse the lending library in full.
8. Place appropriate copy of the request form with the material being forwarded to the borrowing library.
9. Send a separate copy to the borrowing library by first class mail and include the lending library's mailing label.

10. Prepare the material for transport (by mail, courier, or other) to the borrowing library.

11. Use the shipping label sent with the request to expedite the mailing of the materials.

12. Use the safest and least expensive method of sending materials to the borrowing library.

13. Transmit changes in lending policies to borrowers for their information.

Special Notes:

1. Materials will be sent to libraries and not to individuals. Walk-in requests for interlibrary loans will be honored only if authorized by the borrowing library. Such loans will be made to the borrowing library, not to the individual requesting the material. These requests may be processed according to the appropriate alternatives outlined below:

a. When the borrowing library has the required bibliographic information, a completed typed form should be given the patron to deliver to the lending library when the title is obtained.

b. When the borrowing library does not have the necessary bibliographic information and walk-in requests have been authorized, the lending library should prepare the interlibrary loan form, labeling it, "form in reverse". The lending library should then mail a copy(ies) of the form(s) to the borrowing library to insure that accurate records are maintained by both libraries.

2. Academic libraries are not expected to honor subject requests unless special arrangements are made.

APPENDIX I - Request Forms

PATRON WORKSLIP

REQUEST FOR INTERLIBRARY LOAN DATE_____

Journal title_____

Volume_____ Issue_____ Pages_____ Month_____ Year_____

Authors_____

Title_____

_____

Where was reference found?_____

_____

Will patron accept photocopy?_____ Maximum amount will pay?_____

NOTICE
WARNING CONCERNING COPYRIGHT RESTRICTIONS

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Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Request complies with: [ ] Copyright guidelines [ ] Copyright law

Book title_____

Authors_____

Publisher_____ Edition_____ Year_____

Where was reference found?_____

_____

Date after which no longer needed:

_____

Name_____

Address_____ Telephone_____

Health Services?_____

U.S.D.A. Personnel?_____

REVISED INTERLIBRARY LOAN FORM - ALA

☐ Borrowing Library
Fill in left half of form including both library addresses in full

Fold here

Send sheets A, B and C to lending library and enclose shipping label

Lending Library

Fill in pertinent items under REPORTS return sheets B and C to borrowing library

Form rev. 5.77

Date of request: | Not needed after: | Requestor's order no.

Call No.

For use of | Status | Dept.

Book author: OR: periodical title, vol. and date

Book title, edition, place, year, series: OR: periodical article author, title, pages. ☐ This edition only.

Verified in: OR: item cited in

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: _____
(FULL NAME) Title _____

Request for ☐ **LOAN** or ☐ **PHOTOCOPY**
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SENT BY: ☐ Library rate ☐ _____
Charges $ _____ Insured for $ _____
Date sent _____
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of _____

Estimated Cost of: ☐ Microfilm _____ ☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $ _____ Insured for $ _____

RENEWALS: ☐ No renewals
Requested on _____
Renewed to _____ (or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt

TWX JOURNAL REQUEST
(from Bird, Warren. Teletypewriter exchange system for interlibrary communication)

CLI LIBRARY ANSBACK CODE

ILLNG ## DD/MM/YY

REQUESTING DEPARTMENT OF CALLING LIBRARY

FULL NAME OF CALLING LIBRARY

FULL MAILING ADDRESS OF CALLING LIBRARY

NAME OF RESPONSIBLE, POSITION, DEPARTMENT

TITLE. VOLUME: DATE OF JOURNAL

AUTHOR: TITLE. PAGINATION. OF ARTICLE

VERIFICATION OR SOURCE:

AUTHORIZED BY:

COMPLIES WITH COPYRIGHT LAW AND COPYRIGHT GUIDELINES

REMARKS:

END ILLNG ##

CLG LIBRARY ANSBACK CODE

END

APPENDIX I - Request Forms, cont'd

TWX TITLE REQUEST
(from Bird, Warren. Teletypewriter exchange system for interlibrary communication)

CLC LIBRARY ANSBACK COLE

ILLRQ ## 11/MMM/YY

REQUESTING DEPARTMENT OF CALLING LIBRARY
FULL NAME OF CALLING LIBRARY
FULL MAILING ADDRESS OF CALLING LIBRARY

NAME OF BORROWER POSITION DEPARTMENT

AUTHOR OF BOOK
TITLE. EDITION. PUBLISHER, PLACE, DATE. OF BOOK
VERIFICATION OF SOURCE:
AUTHORIZED BY:

REMARKS:

END ILLRQ ###
CLC LIBRARY ANSBACK COLE

END

LOUISIANA STATE LIBRARY REQUEST FORM (in triplicate, self-carboned)

Date Due_____ Borrower's Name_____
Author_____
Title_____
_____ L.C. Card No._____
Publisher Date Edition Price Where Verified

Send To_____
Parish

Branch_____
Needed by (Date)_____
☐ Please Substitute
☐ Please Borrow ☐ Buy
☐ College ☐ High School
Remarks_____
_____
Date_____ Initials_____

STATE LIBRARY REPORT
☐ Sent_____
☐ Out, Reserved,_____ ahead.
☐ Not in LSL collection
☐ Ordering_____
Owned By_____
☐ Please request direct
☐ We are asking them to lend
☐ Cannot verify, need more information.

LOUISIANA STATE LIBRARY

PHOTODUPLICATION REQUEST

Louisiana State Library Serials Unit

Date:_____ _____Patron's name_____Needed by_____

Mail and bill to:_____Library/Branch_____

Address: _____

_____

Periodical title:_____

Vol. _____No._____Pages_____Date of issue_____

Author of article/book:_____

Title of article/book:_____

If book: Publisher_____Edition_____Date_____Pages_____

Source of verification:_____

[ ] Patron willing to pay charges. Maximum amount $_____

NOTICE

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Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Request complies with: Authorized by:

[ ] Copyright guidelines Name_____

[ ] Copyright law Title_____

----------(do not write below this line)----------

Louisiana State Library report Date_____

[ ] Photocopy mailed and billed to you from L.S.L.

[ ] Photocopy requested from _____Library to be mailed and billed direct to you.

[ ] Cannot supply. [ ] Not at L.S.L.; cannot locate elsewhere.

[ ] Need verification and/or complete citation.

APPENDIX II - Shipping Labels

FROM

LIBRARY RATE

Return Postage Guaranteed

TO

LOUISIANA STATE LIBRARY
P. O. Box 131
Baton Rouge, Louisiana
70821

LIBRARY
RATE

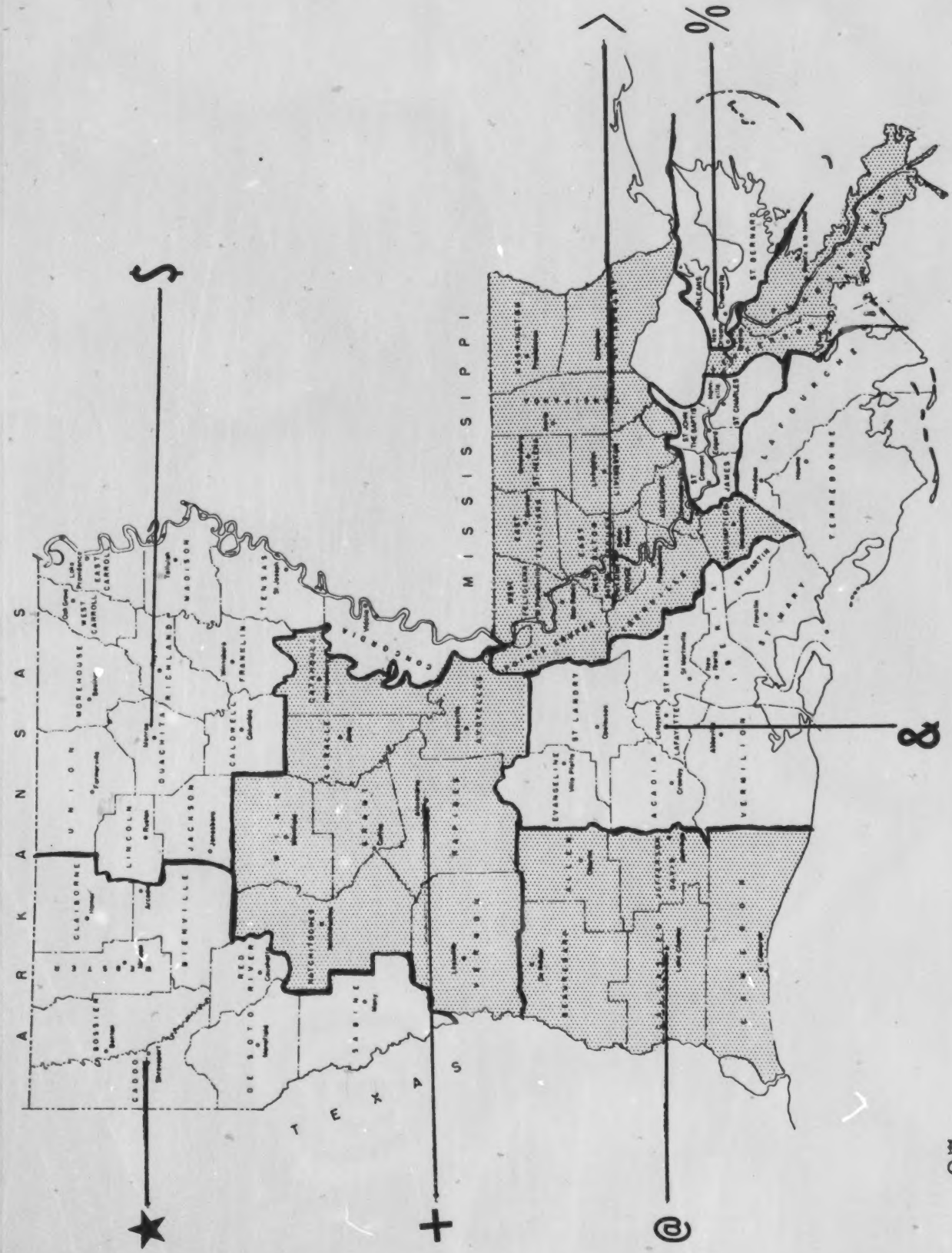
Postmaster – This parcel may be opened for postal inspection if necessary.

FROM

Louisiana State Library
P. O. Box 131
Baton Rouge, Louisiana
70821

For

APPENDIX III - Map of Systems and proposed regions



LNR LIBRARY CODES

CODE	LIBRARY
#A	Louisiana State Library L ST LIB BR - 510-993-3539
@	Southwest Region
@F	McNeese
>	Capital Region
>L	Primate Center
>M	L.S.U. - Veterinary Medicine
>N	L.S.U. - Law
>O	Southern - Baton Rouge
>P	Southeastern
>R	L.S.U. - Baton Rouge
&	Bayouland BLS LFY 510-975-5099
&A	Opelousas-Eunice
&B	Evangeline
&C	St. Martin
&D	Vermilion
&E	Lafourche
&F	Iberia
&G	Acadia
&H	Terrebonne
&I	St. Mary
&J	Lafayette
&K	L.S.U. - Eunice
&L	Nicholls
&M	U.S.L.
$	Trail Blazer LMO MRO LA 510-977-5392
$A	Tensas
$B	West Carroll
$C	Madison
$D	East Carroll
$E	Caldwell
$F	Franklin
$G	Union
$H	Jackson
$I	Lincoln
$J	Richland
$K	Morehouse
$L	Concordia
$M	Ouachita
$N	Grambling
$O	Northeastern
$P	Louisiana Tech.

CODE	LIBRARY
*	Green Gold GREENGOLD SHV 510-973-4127
*A	Red River
*B	Claiborne
*C	Bienville
*D	DeSota
*E	Sabine
*F	Bossier
*G	Webster
*H	Shreve Memorial
*L	Bossier Community College
*M	N.S.U. School of Nursing
*N	L.S.U. - Shreveport
*O	Centenary
+	Central Region
+J	Louisiana College
+K	L.S.U. - Alexandria
+L	Northwestern
%	SEALLINC LN NO LA 810-951-5320
%A	St. John
%B	St. James
%C	St. Charles
%E	St. Bernard
%G	New Orleans Public Library
%I	U.S.D.A.
%J	Charity - Nursing
%K	L.S.U. - Med.
%L	Holy Cross
%M	Delgado
%N	Dillard
%O	Dominican
%P	Southern - New Orleans
%R	Xavier
%S	Loyola
%T	U.N.O.
%U	Tulane

APPENDIX V - List of verification tools

Cumulative Book Index; A world List of Books in the English Language. New York, Wilson, 1929-.

Library of Congress and National Union Catalog Author Lists 1942-1962: A Master Cumulation. Detroit, Michigan; Gale Research Co., 1969-.

National Union Catalog Pre-1956 Imprints. Chicago; ALA-Mansell, 1968-.

Public Library Catalog. 5th ed. Estelle A. Tidell, ed. New York: Wilson, 1969.

U. S. Library of Congress. Catalog of Books Represented by Library of Congress Printed Cards... Ann Arbor, Mich., Edwards Brothers, 1942-1955. 191 v. Title varies.

_____. The National Union Catalog; A Cumulative Author List Representing Library of Congress Printed Cards, and Titles Reported by Other American Libraries. January, 1956-. Washington, Govt. Print. Off., 1956-. Title varies.

_____. New Serial Titles; A Union List of Serials Commencing Publication after December 31, 1949. Washington, Library of Congress, 1953-.

_____. Union List of Serials in Libraries of the United States and Canada. 3rd. ed. New York, Wilson, 1965. 5v.

OCLC Terminal

American Book Publishing Record. Bowker, weekly.

Library Journal, Bowker, bi-weekly. (Also L.J. Review on Cards)

Kirkus Reviews. bi-weekly, Kirkus Service, Inc.

Choice. monthly. (Also Choice Reviews on Cards)

LOUISIANA DIRECTORY OF INTERLIBRARY LOAN POLICIES

BAYOULAND LIBRARY SYSTEM

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Bayouland Library System
P.O. Box 3826
Lafayette, Louisiana 70501

TELEPHONE: (318) 233-7548
NUC CODE: -
TWX CODE: BLS LFY
TWX NO.: 510-975-5099
LNR CODE: &
ADDRESS: PHOTODUPLICATIONS
Bayouland Library System
P.O. Box 3826
Lafayette, Louisiana 70501

~~LENDING BRANCHES~~ Members:
Acadia Parish Library, Terrebonne P.L.
Evangeline Parish Library, Vermilion P.L.
Iberia Parish Library, U.S.L.
Lafayette Parish Library, LSU-Eunice
Lafourche Parish Library, Nicholls State U.
Opelousas-Eunice Public Library
St.Martin Parish Library
St.Mary Parish Library

BOOKS:
Will lend X
Will not lend
Length of loan 4 weeks
Renewable X

PERIODICALS:

	Will Lend	Will Not Lend
Bound	-	X
Unbound	X	
Loan period	4 weeks	
Will renew: Yes	X	No
Will lend if article exceeds	pages	

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	-	-
Film	X	
Fiche	X	
Print	-	-

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since	-	
State Depository Since	-	

Exceptions or general policy to above:
Although Bayouland will attempt to fill any verified request, all loans are subject to restrictions set by individual member libraries.

DISSERTATIONS:
Will lend X according to policies of
Will not lend Academic members
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend X according to policies of
Will not lend Academic members
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee -
Charge for cost estimate -
Billing policy if different from above:

MICROFILMING SERVICE:
Service available at USL, which see
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes X No
Will you accept photocopy requests? Yes X No
Will you reply? Yes X No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes X No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No X
Reimburse? Yes No X
Reciprocal agreement? Yes No X

DATES SERVICE SUSPENDED: None

MAJOR NONCIRCULATING COLLECTIONS: -

SPECIAL CONDITIONS OR RESTRICTIONS:
All loans subject to special conditions or restrictions set by lending member library.

JPK
9/1/76

GREEN GOLD LIBRARY SYSTEM

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
P.O. Box 21523
Shreveport, LA 71120

TELEPHONE: (318) 221-0101
NUC CODE: N/A
TWX CODE: GREENGOLD SHV
TWX NO.: 510-473-4127
LNR CODE: *
ADDRESS: PHOTODUPLICATIONS
P.O. Box 21523
Shreveport, LA, 71120

LENDING BRANCHES:
N/A

BOOKS:
Will lend ✓
Will not lend
Length of loan normally 4 weeks, sometimes 2
Renewable unless on request

PERIODICALS:

	Will Lend	Will Not Lend
Bound	Parish Library	Shreve Memorial
Unbound	members DO	and academic
Loan period	lend 4 weeks	members do NOT lend

Will renew: Yes X (parishes) No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		X
Fiche		X
Print		X

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:
Both Shreve Memorial and LSU-S are partial depositories. They may lend for in-library use only, 2-4 weeks

DISSERTATIONS: N/A
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) N/A
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee —
Charge for cost estimate —
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes X No
Will you accept photocopy requests? Yes X No
Will you reply? Yes No X
normally reply by mail

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes X No
Invoiced later
Payment in advance
Other GGLS invoices if photocopies if material available at System office other member

POSTAGE: libraries may have different procedures
Charge: Yes No X
Reimburse? if requested Yes X No
Reciprocal agreement? Yes X No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Shreve Memorial: Genealogy Room & Petroleum Room
Centenary: Methodist Archives

SPECIAL CONDITIONS OR RESTRICTIONS:
The Green Gold Library System tries to honor as many ILL requests as possible, but we do not accept requests for genealogical materials.

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Louisiana State Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Interlibrary Loan
Louisiana State Library
P.O. Box 131, Baton Rouge, La. 70821

LENDING BRANCHES:

TELEPHONE: 504-389-5952
NUC CODE: L
TWX CODE: L ST LIB BR
TWX NO.: 510-993-3539
LNR CODE: #A
ADDRESS: PHOTODUPLICATIONS
name

BOOKS:
Will lend x
Will not lend
Length of loan 4 weeks from receit
Renewable x

PERIODICALS:

	Will Lend	Will Not Lend
Bound	x	
Unbound	x	

Loan period 4 weeks
Will renew: Yes x No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	x	
Film	x (dups only)	
Fiche	x	
Print	x	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	x	
State	x	

	Complete	Regional
U.S. Depository		
Since	Selective, since June, 1976,	
State Depository		
Since	1948	

Exceptions or general policy to above:

DISSERTATIONS:
Will lend x
Will not lend
Loan period 4 weeks
Renewal: Yes x No
Reproducation policy
Copies available for purchase from:
Library x
Other x
University Microfilms.

THESES: (Masters' theses)
Will lend x
Will not lend
Loan period 4 weeks
Renewable x
Reproduction policy decided on individual basis

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee 1.00
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:
Service available x
Charge per frame 10¢
Minimum charge 1.00

TWX SERVICE (if available):
Will you accept loan requests? Yes x No
Will you accept photocopy requests? Yes x No
Will you reply? Yes x No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No x
Invoiced separately with photocopies? Yes x No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes x No
Reimburse? Yes x No
Reciprocal agreement? Yes x No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Genealogy, louisiana reference, rare and fragile materials, single copies of microfilm reels

SPECIAL CONDITIONS OR RESTRICTIONS:

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9/1/76

Sealline
~~New Orleans Public Library~~ LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Sealline
New Orleans Public Library
219 Loyola Avenue
New Orleans, Louisiana 70140

TELEPHONE: (504) 586-4902, 3
NUC CODE: L N
TWX CODE: LN NO LA
TWX NO.: 810-951-5320
LNR CODE: %
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

BOOKS:
Will lend Yes
Will not lend
Length of loan 3 week from receipt
Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		on occasion
Fiche		X
Print		

Exception - will lend to Sealline libraries.

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	on occasion	
State	on occasion	

	Complete	Regional
U.S. Depository Since		1885 Selective
State Depository Since	1948	

Exceptions or general policy to above:
Will lend to Sealline libraries

DISSERTATIONS:
Will lend X
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend X
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee None
Charge for cost estimate None
Billing policy if different from above:
Reciprocal agreement with other Solinet Libraries in Louisiana

MICROFILMING SERVICE:
Service available None
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes X No
Will you accept photocopy requests? Yes X No
Will you reply? Yes X No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes X No
Invoiced later
Payment in advance
Other Reciprocal agreement with other Solinet Libraries in Louisiana

POSTAGE:
Charge: Yes No X
Reimburse? when billed Yes X No
Reciprocal agreement? Yes X No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Louisiana materials not duplicated in circulating collection including Mardi Gras memorabilia, New Orleaans City Archives, Louisiana newspapers.

SPECIAL CONDITIONS OR RESTRICTIONS:
Exceptions or general policy - does not lend current popular fiction, rarely lends juvenile books. Handles only requests from libraries outside Louisiana plus Louisiana libraries outside any referral center or system.

JPK

TRAIL BLAZER LIBRARY SYSTEM

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Trail Blazer Library System
1800 Stubbs
Monroe, LA 71201

TELEPHONE: 323-8498
NUC CODE:
TWX CODE: LMO MRO
TWX NO.: 510-977-5392
LNR CODE: $
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:
Note: We have no materials of our own -- We are a switching station for member libraries.

BOOKS:
Will lend
Will not lend
Length of loan
Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound		

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes ✓ No
Will you accept photocopy requests? Yes ✓ No
Will you reply? Yes ✓ No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No
Reimburse? Yes No
Reciprocal agreement? Yes No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:
We accept requests from non-members sent by mail or TWX. We try to fill them in member libraries.
(TNR for 13 public libraries)

JPK
9/1/76

PUBLIC LIBRARIES

ALLEN PARISH LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Allen Parish Library

P. O. Box 400

Oberlin, La. 70655

TELEPHONE: 318-639-4338

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

Oakdale Branch Library

Oberlin Branch Library

Kinder Branch Library

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend yes
Will not lend
Length of loan 1 month
Renewable If no local requests

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	yes	

Loan period 1 month
Will renew: Yes X No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.) none

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	yes	
State	yes	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: none
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) none
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE: have only small 3M copier
Charge per exposure .10
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes XX No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes X No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

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9/1/76

Ascension Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Ascension Parish Library
913 Richard Ave. P.O. Box 588
Donaldsonville, La. 70346

TELEPHONE: 504-473-8052
NUC CODE:
TWX CODE:
TWX NO.:

LENDING BRANCHES:
Ascension Parish Library

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend ✓
Will not lend
Length of loan One month
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound		

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes ✓ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other (Flexible)

POSTAGE:
Charge: Yes__ No ✓
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

RECEIVED SEP 1 5 1976

Assumption LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

ASSUMPTION PARISH LIBRARY
108 JEFFERSON ST.
P. O. DRAWER A
NAPOLEONVILLE, LA 70390

TELEPHONE: 504-369-7070

NUC CODE:

TWX CODE: N.A.

TWX NO.:

LENDING BRANCHES:
Napoleonville, La. 70390

ADDRESS: PHOTODUPLICATIONS
N.A.

BOOKS:
Will lend: Y
Will not lend:
Length of loan: 2 weeks
Renewable: Yes (no demand)

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound		
Loan period		
Will renew: Yes / No		
Will lend if article exceeds ___ pages		

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend:
Will not lend:
Loan period:
Renewal: Yes / No
Reproduction policy:
Copies available for purchase from:
Library:
Other:

THESES: (Masters' theses)
Will lend:
Will not lend:
Loan period:
Renewable:
Reproduction policy:

PHOTODUPLICATION SERVICE:
Charge per exposure: 25¢ per page
Minimum/handling fee: As above
Charge for cost estimate: No
Billing policy if different from above: Cash before "copying based item/s involved

MICROFILMING SERVICE:
Service available:
Charge per frame:
Minimum charge: N.A.

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later:
Payment in advance:
Other:

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes✓ No__

DATES SERVICE SUSPENDED:
N.A.

MAJOR NONCIRCULATING COLLECTIONS:
Any "Ref" item some "bA" items

SPECIAL CONDITIONS OR RESTRICTIONS:
Charge replacement cost for any items lost or damaged to person charged to

JPK
9/1/76

Audubon Regional library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Audubon Regional library
P. O. Box 565A
Clinton, La. 70722

TELEPHONE: 683-8753
NUC CODE: --
TWX CODE: --
TWX NO.: ---

LENDING BRANCHES:
All branches

ADDRESS: PHOTODUPLICATIONS
Request from Headquarters

BOOKS:
Will lend Yes
Will not lend
Length of loan one month
Renewable no

PERIODICALS:

	Will Lend	Will Not Lend
Bound	Yes	
Unbound	Yes	

Loan period one month
Will renew: Yes ____ No no
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.) not available

	Will Lend	Will Not Lend
Card	-0-	
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	Yes	
State	Yes	

	Complete	Regional
U.S. Depository Since	0	
State Depository Since	0	

Exceptions or general policy to above:

DISSERTATIONS:
Will lend Yes
Will not lend
Loan period one month
Renewal: Yes no No
Reproducation policy Will do
Copies available for purchase from:
Library Yes; by photocopy
Other

THESES: (Masters' theses)
Will lend Some
Will not lend
Loan period one month
Renewable no
Reproduction policy If author agrees (one has requested this not be done)

PHOTODUPLICATION SERVICE:
Charge per exposure .10
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes X No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes X No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
local history clippings, newspapers
Out of print La. material

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Avoyelles Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Avoyelles Parish Library
101 South Washington
Marksville, Louisiana 71351

TELEPHONE: 318-253-7559 or 7550

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

Marksville

ADDRESS: PHOTODUPLICATIONS

SAME

BOOKS:
Will lend ✓
Will not lend
Length of loan 4 weeks
Renewable ✓

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	✓	

Loan period 4 weeks
Will renew: Yes ✓ No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)
HAVE NONE

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:
A few

	Will Lend	Will Not Lend
U.S.		
State	✓	

	Complete	Regional
U.S. Depository Since		
State Depository Since		✓

Exceptions or general policy to above:

DISSERTATIONS: HAVE NONE
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) HAVE NONE
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 15¢ a page
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE: NONE
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available): NONE
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes ✓ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
few RARE LOUISIANA Books

SPECIAL CONDITIONS OR RESTRICTIONS:
None -

JPK
9/1/76

Beauregard Parish Publi. LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
P. O. Box 647
DeRidder, Louisiana 70634

TELEPHONE: 463-6217 463-6218
NUC CODE:
TWX CODE:
TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS
Same as Interlibrary Loan

BOOKS:
Will lend yes
Will not lend
Length of loan 1 month
Renewable no

PERIODICALS:

	Will Lend	Will Not Lend
Bound		no
Unbound	yes	
Loan period	1 month	
Will renew: Yes		No X

Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	Do not own	
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		X
State		X

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend Do not own
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend Do not own
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure .20¢
Minimum/handling fee 1.00
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No
Charge per frame
Minimum charge

TWX SERVICE (if available): Not available
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later X
Payment in advance
Other

POSTAGE:
Charge: Yes__ No X
Reimburse? Yes__ No X
Reciprocal agreement? Yes X No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

BIENVILLE PARISH LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
604 S. MAPLE STREET
ARCADIA, LOUISIANA 71001

TELEPHONE: 263-2930
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: *C
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

BOOKS:
Will lend X
Will not lend
Length of loan 1 MONTH
Renewable IF UNRESERVED AT BIENVILLE

PERIODICALS:

	Will Lend	Will Not Lend
Bound	X	
Unbound	X	

Loan period 1 MONTH
Will renew: Yes X No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:
LENDING LIBRARY EXPECTS BORROWING LIBRARY TO BE RESPONSIBLE FOR PAYMENT FOR LOST OR DAMAGED BOOKS/PERIODICALS.

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure .10¢
Minimum/handling fee NONE
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No X
Reimburse? Yes__ No X
Reciprocal agreement? Yes X No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
REFERENCE MATERIAL
VERTICAL FILE MATERIAL
AUDIO VISUAL MATERIALS (I.E., FILMSTRIP/CASSETTE SETS)
(WILL SEARCH & PHOTOCOPY REFERENCE OR VF MATERIAL UPON REQUEST)

SPECIAL CONDITIONS OR RESTRICTIONS:
REFERENCE MATERIAL MAY BE LOANED FOR LIMITED IN LIBRARY USE.
WILL NOT LOAN A-V EQUIPMENT OR ART PRINTS.

JPK
9/1/76

Bossier Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Bossier Parish Library - Technical Service

718 Benton Road

Bossier City, La. 71010

TELEPHONE: 746-1903

NUC CODE: NA

TWX CODE: NA

TWX NO.: NA
LNR CODE: *F

ADDRESS: PHOTODUPLICATIONS

Same as I.L.L.

LENDING BRANCHES:

Aulds
~~Benton~~
Bossier City
~~Haughton~~
Plain Dealing

BOOKS:
Will lend ✓
Will not lend
Length of loan 4 weeks
Renewable It's not on request

PERIODICALS:

	Will Lend	Will Not Lend
Bound	(Do not own)	
Unbound	✓	
Loan period		
Will renew: Yes	No	
Will lend if article exceeds ____ pages		

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	✓, in library use only	
Fiche		
Print		

GOVERNMENT PUBLICATIONS: NA

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: NA
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) NA
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢ per page
Minimum/handling fee Actual cost
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE: NA
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available): NA
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes✓ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No✓
Reimburse? Yes✓ No__
Reciprocal agreement? Yes✓ No__

DATES SERVICE SUSPENDED:
None.

MAJOR NONCIRCULATING COLLECTIONS:
Bossier Banner - 1859 - 1976
parish newspapers

SPECIAL CONDITIONS OR RESTRICTIONS:
Insurance - required on return.
will insure on return
Reference - for in library use
only

JPK
9/1/76

Calcasieu Parish Public LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Downtown Branch

Calcasieu Parish Public Library
411 Pujo Street
Lake Charles, Louisiana 70601

LENDING BRANCHES:

Same as Interlibrary Loan

TELEPHONE: 1-318-433-1045

NUC CODE: None

TWX CODE: None

TWX NO.: None

ADDRESS: PHOTODUPLICATIONS

Same as Interlibrary Loan

BOOKS:
Will lend what material circulates to the public
Will not lend new publications in print
Length of loan 4 weeks
Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound	most titles are on microfilm	
Unbound	X	

Loan period 4 weeks
Will renew: Yes X No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		X
Fiche		X
Print		X

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

Have very few government docs. and most are cataloged or in the vertical file.

DISSERTATIONS:
Will lend
Will not lend X
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend X
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure .10
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above: none

MICROFILMING SERVICE:
Service available None
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes X No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes X No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Genealogy

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

CALDWELL PARISH LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

~~P. O. Box 828~~
Columbia, Louisiana 71418

TELEPHONE: (318) 649-2259

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: $E

ADDRESS: PHOTODUPLICATIONS

~~Same~~

LENDING BRANCHES:

BOOKS:
Will lend x
Will not lend
Length of loan ~~two weeks~~
Renewable x

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	x	

Loan period ~~two weeks~~
Will renew: Yes x No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 25 cents
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes x No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Cameron Parish Public LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Cameron Parish Public Library
P.O. Box P
Cameron, La. 70631

TELEPHONE: 318-775-5421

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

none

ADDRESS: PHOTODUPLICATIONS

same

BOOKS:
Will lend ✓
Will not lend
Length of loan 2 weeks
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound	✓	
Unbound	✓	

Loan period 2 weeks
Will renew: Yes ✓ No
Will lend if article exceeds ____ pages

PHOTODUPLICATION SERVICE:
Charge per exposure $.10 (ten cents)
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:
Service available None
Charge per frame
Minimum charge

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		✓
Film		✓
Fiche		✓
Print		✓

TWX SERVICE (if available): None
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		✓
State		✓

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

BILLING POLICIES: does not apply
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No ✓
Reimburse? Yes__ No ✓
Reciprocal agreement? Yes__ No ✓

DATES SERVICE SUSPENDED:

DISSERTATIONS: Have none / does not apply
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

THESES: (Masters' theses) Have none / does not apply
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

JPK
9/1/76

Catahoula Parish Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Catahoula Parish Library
P. O. Box 218
Harrisonburg LA 71340

TELEPHONE: (318) 744-5271
NUC CODE:
TWX CODE:
TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend Yes
Will not lend
Length of loan
Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound	x	
Unbound	x	

Loan period 1 month
Will renew: Yes No x
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		x
State		x

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 25¢
Minimum/handling fee $1.00
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Major reference
Vertical File

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Claiborne Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Claiborne Parish Library
512 N. Main Street
Homer, Louisiana 71040

TELEPHONE: 318 927-3845
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: *B
ADDRESS: PHOTODUPLICATIONS Have 3M copier

LENDING BRANCHES:
Homer Branch
Haynesville Branch

BOOKS:
Will lend Yes.
Will not lend
Length of loan 4 weeks
Renewable If no requests.

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	Yes.	

Loan period 4 weeks
Will renew: Yes No preferably.
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.) None

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS: None

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: None
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) NONE.
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE: 3M Copier
Charge per exposure 10¢
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE: None
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No x
Reimburse? Will Yes x No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Reference

SPECIAL CONDITIONS OR RESTRICTIONS:
None

JPK
9/1/76

Concordia Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Concordia Parish Library
709 North Third St.
Ferriday, LA 71334

LENDING BRANCHES:

all branches: handled thru headquarters library

TELEPHONE: 757-3550

NUC CODE: —

TWX CODE: —

TWX NO.: —

LNR CODE: $L

ADDRESS: PHOTODUPLICATIONS

—

BOOKS:
Will lend: full collection
Will not lend:
Length of loan: 1 month
Renewable: yes - extra month

PERIODICALS:

	Will Lend	Will Not Lend
Bound	—	
Unbound	yes, all	

Loan period: one month
Will renew: Yes ✓ No
Will lend: ~~if article exceeds ____ pages~~

~~MICROFORMS~~: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

~~GOVERNMENT PUBLICATIONS~~:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

~~DISSERTATIONS~~:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

~~THESES~~: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure: 25¢ if more than 5 pages
Minimum/handling fee: —
Charge for cost estimate: —
Billing policy if different from above:

~~MICROFILMING SERVICE~~:
Service available
Charge per frame
Minimum charge

~~TWX SERVICE~~ (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

~~BILLING POLICIES~~:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other: as of now, we assume no cost, we opt not to charge for return use of photocopying & we ask they insure when returning in mail

~~POSTAGE~~:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

Ref books loaned with a "in library use only" condition

JPK
9/1/76

DeSoto Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

DeSoto Parish Library
P O Box 672
Mansfield, Louisiana 71052

TELEPHONE: 872-2441-2442

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: *D

ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

Mansfield Branch

BOOKS:
Will lend ✓
Will not lend
Length of loan one month
Renewable ✓

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	✓	

Loan period one month
Will renew: Yes ✓ No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche	NA	
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since	NA	
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend NA
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend NA
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure NA
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available NA
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No
Reimburse? Yes No
Reciprocal agreement? Yes ✓ No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
None

SPECIAL CONDITIONS OR RESTRICTIONS:
None

JPK
9/1/76

Rec'd 9/15
postmarked 9/14

EAST BATON ROUGE PARISH LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

7711 Goodwood Blvd.

Baton Rouge, LA. 70806

TELEPHONE: (504) 389-3370

NUC CODE: LBr

TWX CODE:

TWX NO.:

LENDING BRANCHES:

Only Main Library at above address

ADDRESS: PHOTODUPLICATIONS

BOOKS:

Will lend: Yes
Will not lend:
Length of loan: 3 weeks
Renewable: once

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound	X	Except prof. lib. journals

Loan period: 3 weeks
Will renew: Yes ____ No ____
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		X
Fiche		X
Print		X

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	Depending on whether circu-	
State	lating or not.	

	Complete	Regional
U.S. Depository Since		
State Depository Since		1953 (Selective)

Exceptions or general policy to above:

DISSERTATIONS:

Will lend:
Will not lend:
Loan period:
Renewal: Yes ____ No ____
Reproduction policy:
Copies available for purchase from:
Library:
Other:

THESES: (Masters' theses)

Will lend:
Will not lend:
Loan period:
Renewable:
Reproduction policy:

PHOTODUPLICATION SERVICE:

Charge per exposure: 10¢
Minimum/handling fee:
Charge for cost estimate:
Billing policy if different from above:

MICROFILMING SERVICE:

Service available: Yes
Charge per frame:
Minimum charge:

TWX SERVICE (if available):

Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:

Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later:
Payment in advance: X
Other:

POSTAGE:

Charge: Libraries pay for ____ Yes__ No X
Reimburse? Patrons pay for out of town loans Yes X No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

Reference (General), Geneology, Municipal Documents, Microfilm

SPECIAL CONDITIONS OR RESTRICTIONS:

9-16-76 le & ej

JTK
9/1/76

East Carroll Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
316 Lake St.
Lake Providence, La
71254

TELEPHONE: (318) 559-2615

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: $D

ADDRESS: PHOTODUPLICATIONS
none

LENDING BRANCHES:
None

BOOKS:
Will lend: Yes
Will not lend:
Length of loan: 1 Month
Renewable: Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		✓
Unbound	✓	
Loan period	14 days	
Will renew: Yes ✓ No		
Will lend if article exceeds 4-5 pages		

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche	None None	
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State	None	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend: None
Will not lend:
Loan period:
Renewal: Yes No
Reproducation policy:
Copies available for purchase from:
Library:
Other:

THESES: (Masters' theses)
Will lend: None
Will not lend:
Loan period:
Renewable:
Reproduction policy:

PHOTODUPLICATION SERVICE:
Charge per exposure: 50¢ per page
Minimum/handling fee:
Charge for cost estimate:
Billing policy if different from above:

MICROFILMING SERVICE:
Service available: none
Charge per frame:
Minimum charge:

TWX SERVICE (if available): none
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes ✓ No
Invoiced later:
Payment in advance:
Other:

POSTAGE:
Charge: Yes ✓ No
Reimburse? Yes No
Reciprocal agreement? Yes No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

EVANGELINE PARISH LIBRARY LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Evangeline Parish Lib ary
P.O. Box 40
Ville Platte, La. 70586

TELEPHONE: 318-363-1369
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: &B
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:
same

same

BOOKS:
Will lend x
Will not lend
Length of loan 1 month
Renewable 1 month

PERIODICALS:

	Will Lend	Will Not Lend
Bound	x	
Unbound	x	

Loan period 1 month
Will renew: Yes x No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	don't have	
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure .25¢
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:
Service available no
Charge per frame
Minimum charge

TWX SERVICE(if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes x No__
Invoiced separately with photocopies? Yes x No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No x
Reimburse? Yes x No__
Reciprocal agreement? Yes x No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Reference materi ls
Art
Adio-visual equipment

SPECIAL CONDITIONS OR RESTRICTIONS:
Borrowing library is responsible financially for lost or damaged items.

JPK
9/1/76

Franklin Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
209 Main St.
Winnsboro, La. 71295

TELEPHONE: 435-4336
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: SF
ADDRESS: PHOTODUPLICATIONS
209 Main ST.
Winnsboro, La. 71295

LENDING BRANCHES:
Wisner Branch Library
Wisner, La. 71378

BOOKS:
Will lend: all except reference
Will not lend:
Length of loan: ~~1 month~~
Renewable: ~~same period if not~~ requested by another

PERIODICALS:

	Will Lend	Will Not Lend
Bound	have none	
Unbound	x	

Loan period: 1 month
Will renew: Yes x No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	none	
Film	"	
Fiche	"	
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		x
State		x

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: none
Will lend:
Will not lend:
Loan period:
Renewal: Yes No
Reproducation policy:
Copies available for purchase from:
Library:
Other:

THESES: (Masters' theses)
Will lend: none
Will not lend:
Loan period:
Renewable:
Reproduction policy:

PHOTODUPLICATION SERVICE:
Charge per exposure: 15 cents
Minimum/handling fee: 25cents
Charge for cost estimate: letter postage
Billing policy if different from above:
If outside of Northeast La., the fee would depend on number of pages and time involved in copying.

MICROFILMING SERVICE: none
Service available:
Charge per frame:
Minimum charge:

TWX SERVICE(if available): none
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes x No
Invoiced later:
Payment in advance:
Other:

POSTAGE: except for photocopies
Charge: Yes No
Reimburse? Yes No
Reciprocal agreement? Yes x No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Local history which is mostly in ~~vertical file; genealogy; reference books.~~

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Grant Parish Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Grant Parish Library

300 Main Street

Colfax, Louisiana 71417

LENDING BRANCHES:

TELEPHONE: 627-9920

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS

Grant Parish Library

same as above

BOOKS:
Will lend yes
Will not lend
Length of loan one month
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	yes	

Loan period 2 wks
Will renew: Yes yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 25¢
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance yes
Other

POSTAGE:
Charge: Yes__ No x
Reimburse? Yes__ No__
Reciprocal agreement? Yes x No__

DATES SERVICE SUSPENDED:
indefinite

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:
The usual: materials returned on time; if lost or damaged, pay accordingly.

We received this communication today, 9-15-76.....

JPK
9/1/76

Iberia Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Iberia Parish Library

Box 1089

New Iberia, La. 70560

TELEPHONE: 369-6322

NUC CODE: LNiI

TWX CODE:

TWX NO.:

LNR CODE: &F

ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

Jeanerette Branch Library

Loreauville " "

Morton " "

City Park " "

BOOKS:

Will lend XX

Will not lend

Length of loan 1 month

Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound	XX	
Unbound	XX	

Loan period 1 month

Will renew: Yes X No

Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		X
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:

Will lend

Will not lend

Loan period

Renewal: Yes No

Reproducation policy

Copies available for purchase from:

Library

Other

THESES: (Masters' theses)

Will lend

Will not lend

Loan period

Renewable

Reproduction policy

PHOTODUPLICATION SERVICE:

Charge per exposure 10¢ a copy

Minimum/handling fee

Charge for cost estimate

Billing policy if different from above:

MICROFILMING SERVICE:

Service available

Charge per frame

Minimum charge

TWX SERVICE (if available):

Will you accept loan requests? Yes__ No__

Will you accept photocopy requests? Yes__ No__

Will you reply? Yes__ No__

BILLING POLICIES:

Invoiced in I.L.L. form: Yes X No__

Invoiced separately with photocopies? Yes__ No__

Invoiced later

Payment in advance

Other

POSTAGE:

Charge: Yes__ No__

Reimburse? Yes__ No__

Reciprocal agreement? Yes X No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Iberville Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Iberville Parish Library
P.O. Box 736
Plaquemine, La. 70764

LENDING BRANCHES:

TELEPHONE: 687-4397 or 344-6948(B.R. #)

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS
same

BOOKS:
Will lend x
Will not lend
Length of loan 1 month
Renewable x

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	x	

Loan period 1 month
Will renew: Yes x No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	x	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:
Will lend the above materials if we do not have any local requests pending.

DISSERTATIONS:
Will lend x (we only have a few)
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend x(have only a few)
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 15¢
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available x
Charge per frame
Minimum charge

TWX SERVICE(if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later x
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes x No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

JACKSON PARISH LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
JACKSON PARISH LIBRARY
614 South Polk
Jonesboro, Louisiana 71251

LENDING BRANCHES:
Jonesboro Branch (Headquarters)

TELEPHONE: 318 259-2069
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: $H
ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend Yes
Will not lend
Length of loan 1 month
Renewable no

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	Yes	
Loan period	Two weeks	
Will renew:	Yes	No X

Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	DOES NOT APPLY	
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	DOES NOT APPLY	
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: DOES NOT APPLY
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢ per sheet
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:
Service available NO
Charge per frame
Minimum charge

TWX SERVICE (if available): Not Available
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes X No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No X
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

JEFFERSON DAVIS PARISH LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Jefferson Davis Parish Library

P.O. Box 356

Jennings, Louisiana 70546

TELEPHONE: 318-824-1210

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:

Will lend all

Will not lend

Length of loan one month

Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	yes	

Loan period one month

Will renew: Yes x No

Will lend if article exceeds _____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	yes	
Fiche		
Print	yes	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:

Will lend

Will not lend

Loan period

Renewal: Yes No

Reproducation policy

Copies available for purchase from:

Library

Other

THESES: (Masters' theses)

Will lend

Will not lend

Loan period

Renewable

Reproduction policy

PHOTODUPLICATION SERVICE:

Charge per exposure

Minimum/handling fee

Charge for cost estimate

Billing policy if different from above:

MICROFILMING SERVICE:

Service available

Charge per frame

Minimum charge

TWX SERVICE (if available):

Will you accept loan requests? Yes__ No__

Will you accept photocopy requests? Yes__ No__

Will you reply? Yes__ No__

BILLING POLICIES:

Invoiced in I.L.L. form: Yes__ No__

Invoiced separately with photocopies? Yes__ No__

Invoiced later

Payment in advance

Other

POSTAGE:

Charge: Yes__ No x

Reimburse? Yes__ No x

Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Jefferson Parish Library Division LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

P.O. Box 7490

Metairie, LA 70010

TELEPHONE: 834-5850

NUC CODE:

TWX CODE: LGRJ

TWX NO.: 810-951-5108

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend X
Will not lend
Length of loan 3 weeks
Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound	X	
Unbound	X	

Loan period 3 weeks
Will renew: Yes X No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	X	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State	X	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes X No
Will you accept photocopy requests? Yes X No
Will you reply? Yes X No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No
Reimburse? Yes No
Reciprocal agreement? Yes X No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Louisiana collection: 1 copy of each title in collection is not for circulation.

SPECIAL CONDITIONS OR RESTRICTIONS:
bound periodicals & microfilms are lent for use in the library only.

JPK
9/1/76

Lafayette LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Lafayette Public Library
% Bayouland Library System
P. O. Box 3826
Lafayette, LA 70502

TELEPHONE: 318 233-0587

NUC CODE:

TWX CODE: B L S L F Y

TWX NO.: 510 975 5099

LNR CODE: &J

ADDRESS: PHOTODUPLICATIONS
N.A.

LENDING BRANCHES:
None

BOOKS:
Will lend x
Will not lend
Length of loan 4 weeks
Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound	X	

Loan period
Will renew: Yes X No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	N.A.	
Film	N.A.	
Fiche	N.A.	
Print	N.A.	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend N.A.
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend N.A.
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available -
Charge per frame -
Minimum charge -

TWX SERVICE(if available):
Will you accept loan requests? Yes X No
Will you accept photocopy requests? Yes X No
Will you reply? Yes X No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes X No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:

Charge:	Yes	No X
Reimburse?	Yes	No X
Reciprocal agreement?	Yes	No X

DATES SERVICE SUSPENDED:
N.A.

MAJOR NONCIRCULATING COLLECTIONS:
Reference and genealogy
Will lend genealogy id duplicate copies are available.

SPECIAL CONDITIONS OR RESTRICTIONS:
Requests should be routed through the Bayouland Library System as above.

JPK
9/1/76

Lafourche Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Lafourche Parish Library

P. O. Box 998

Thibodaux, Louisiana 70301

TELEPHONE: AC 504-446-1163

NUC CODE: None

TWX CODE: Available through Bayouland

TWX NO.: Cooperative Library System

LNR CODE: &E

ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

None

BOOKS:

Will lend yes

Will not lend

Length of loan 1 month from date of loan

Renewable yes, if no one is waiting for book

PERIODICALS:

	Will Lend	Will Not Lend
Bound	yes	
Unbound	yes	

Loan period same as for books

Will renew: Yes x No

Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	none	
Film		x
Fiche	none	
Print	none	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	x	
State	x	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:

Will lend

Will not lend

Loan period

Renewal: Yes No

Reproducation policy

Copies available for purchase from:

Library

Other

THESES: (Masters' theses)

Will lend

Will not lend

Loan period

Renewable

Reproduction policy

PHOTODUPLICATION SERVICE:

Charge per exposure .15, 12 or more, .10

Minimum/handling fee none

Charge for cost estimate none

Billing policy if different from above:

MICROFILMING SERVICE:

Service available none

Charge per frame

Minimum charge

TWX SERVICE (if available):

Will you accept loan requests? Yes x No

Will you accept photocopy requests? Yes x No

Will you reply? Yes x No

BILLING POLICIES:

Invoiced in I.L.L. form: Yes No x

Invoiced separately with photocopies? Yes x No

Invoiced later

Payment in advance

Other

POSTAGE:

Charge:	Yes	No x
Reimburse?	Yes	No x*
Reciprocal agreement?	Yes x	No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Lincoln Parish Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
509 West Alabama
P.O. Box 637
Ruston, LA 71270

TELEPHONE: 1-318-255-1920
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: $I
ADDRESS: PHOTODUPLICATIONS
Same

LENDING BRANCHES:
None

BOOKS:
Will lend Books in general collection
Will not lend Genealogy & reference
Length of loan 4 weeks
Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	Yes	

Loan period 4 weeks
Will renew: Yes x No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee None
Charge for cost estimate None
Billing policy if different from above:
Must pay in advance

MICROFILMING SERVICE:
Service available Reader-printer available
Charge per frame 25¢
Minimum charge None

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:
Much of the above does not apply to Lincoln Parish Library since we do not have periodicals, microforms, etc.

JPK
9/1/76

LIVINGSTON PARISH LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

WE BORROW FROM:

LOUISIANA STATE LIBRARY

P.O. BOX 131 ,BATON ROUGE,

LENDING BRANCHES:

TELEPHONE:

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend
Will not lend DID NOT LEND
Length of loan
Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound		
Loan period		
Will renew: Yes	No	
Will lend if article exceeds pages		

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	DO NOT OWN	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure NONE
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available NONE
Charge per frame
Minimum charge

TWX SERVICE(if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Madison Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Madison Parish Library
413 N Mulberry
Tallulah, La. 71282

TELEPHONE: 318-574-4308

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: $C

ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

BOOKS:
Will lend All Kinds, except Encyclopedias
Will not lend
Length of loan 2 Weeks to 1 Mo.
Renewable All but brand new books

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	✓	
Loan period 1 mo.		
Will renew: Yes ✓	No	
Will lend if article exceeds ____ pages		

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	Do not	
Fiche	Do not	
Print	Do not	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	✓	
State	Do not apply	

	Complete	Regional
U.S. Depository	Do not apply	
Since		
State Depository		
Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend ✓
Loan period
Renewal: Yes Do not apply No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend Do not
Will not lend apply
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 15¢
Minimum/handling fee Postage
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available Do not apply
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Do not apply Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes ✓ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes ✓ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:
Holidays -

MAJOR NONCIRCULATING COLLECTIONS:
Lots of encyclopedias

SPECIAL CONDITIONS OR RESTRICTIONS:

This received on September 16 -

JPK
9/1/76

Morehouse Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

P.O. Box 232
Bastrop, LA 71220

TELEPHONE: 318-281-8040

NUC CODE: —

TWX CODE: —

TWX NO.: —

LNR CODE: $K

ADDRESS: PHOTODUPLICATIONS

Same as above

LENDING BRANCHES:

all interlibrary loan is channeled through the main Bastrop Branch

BOOKS:
Will lend ✓
Will not lend
Length of loan 3 weeks
Renewable 2 weeks longer

PERIODICALS:

	Will Lend	Will Not Lend
Bound	✓	
Unbound	✓	

Loan period 3 weeks
Will renew: Yes ✓ No
Will lend if article exceeds — pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	✓ - under unusual circumstances only	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		✓
State		✓

	Complete	Regional
U.S. Depository		
Since	—	—
State Depository		
Since	—	—

Exceptions or general policy to above:

we have very little as we are not a depository

DISSERTATIONS:
Will lend None
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend None
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee
Charge for cost estimate —
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No
Charge per frame
Minimum charge

TWX SERVICE (if available): No
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes ✓ No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No ✓
Reimburse? Yes No ✓
Reciprocal agreement? Yes ✓ No

DATES SERVICE SUSPENDED:
None

MAJOR NONCIRCULATING COLLECTIONS:
Genealogy - mainly La.

SPECIAL CONDITIONS OR RESTRICTIONS:
only under special circumstances will genealogy be ~~not~~ loaned. If reference material is loaned it would be used in borrowing library by user.

JPK
9/1/76

Morgan City Public LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Morgan City Public Library
P.O. Box 488
Morgan City, La. 70380

TELEPHONE: 704-385-1666

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
- Will lend ✓
- Will not lend
- Length of loan 2 weeks
- Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		✓
Unbound	✓	

- Loan period 2 wks.
- Will renew: Yes ✓ No
- Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository		
Since		
State Depository		
Since		

Exceptions or general policy to above:

DISSERTATIONS:
- Will lend
- Will not lend
- Loan period
- Renewal: Yes No
- Reproducation policy
- Copies available for purchase from:
  - Library
  - Other

THESES: (Masters' theses)
- Will lend
- Will not lend
- Loan period
- Renewable
- Reproduction policy

PHOTODUPLICATION SERVICE:
- Charge per exposure
- Minimum/handling fee
- Charge for cost estimate
- Billing policy if different from above:

MICROFILMING SERVICE:
- Service available
- Charge per frame
- Minimum charge

TWX SERVICE(if available):
- Will you accept loan requests? Yes__ No__
- Will you accept photocopy requests? Yes__ No__
- Will you reply? Yes__ No__

BILLING POLICIES:
- Invoiced in I.L.L. form: Yes__ No__
- Invoiced separately with photocopies? Yes__ No__
- Invoiced later
- Payment in advance
- Other

POSTAGE:
- Charge: Yes__ No ✓
- Reimburse? Yes__ No__
- Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Natchitoches Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Natchitoches Parish Library

431 Jefferson Street

Natchitoches, LA 71457

TELEPHONE: 318-352-2415

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

same as interlibrary loan

BOOKS:

Will lend yes
Will not lend
Length of loan 4 weeks
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	yes	

Loan period 4 weeks
Will renew: Yes ____ No x
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
*U.S.	yes	
State	yes	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

*The number of U.S. and state publications is very limited

DISSERTATIONS:

Will lend
Will not lend
Loan period
Renewal: Yes ____ No ____
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)

Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:

Charge per exposure 10¢
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:

Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):

Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:

Invoiced in I.L.L. form: Yes x No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:

Charge: Yes__ No x
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

irreplaceable local material

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

New Orleans Public Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
New Orleans Public Library
219 Loyola Avenue
New Orleans, Louisiana 70140

TELEPHONE: (504) 586-4902, 3
NUC CODE: L N
TWX CODE: LN NO LA
TWX NO.: 810-951-5320
LNR CODE: ZG
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

BOOKS:
Will lend Yes
Will not lend
Length of loan 3 week from receipt
Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		on occasion
Fiche		X
Print		

Exception - will lend to Seallinc libraries.

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	on occasion	
State	on occasion	

	Complete	Regional
U.S. Depository Since		1885 Selective
State Depository Since	1948	

Exceptions or general policy to above:
Will lend to Seallinc libraries

DISSERTATIONS:
Will lend X
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend X
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee None
Charge for cost estimate None
Billing policy if different from above:
Reciprocal agreement with other Solinet Libraries in Louisiana

MICROFILMING SERVICE:
Service available None
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes X No
Will you accept photocopy requests? Yes X No
Will you reply? Yes X No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes X No
Invoiced later
Payment in advance
Other Reciprocal agreement with other Solinet Libraries in Louisiana

POSTAGE:
Charge: Yes No X
Reimburse? when billed Yes X No
Reciprocal agreement? Yes X No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Louisiana materials not duplicated in circulating collection including Mardi Gras memorabilia, New Orleaans City Archives, Louisiana newspapers.

SPECIAL CONDITIONS OR RESTRICTIONS:
Exceptions or general policy - does not lend current popular fiction, rarely lends juvenile books. Handles only requests from libraries outside Louisiana plus Louisiana libraries outside any referral center or system.

JPK
9/1/76

Opelousas-Eunice Public LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Opelousas Public Library
P.O. Box 249
Opelousas, Louisiana 70570

TELEPHONE: 318-948-3693

NUC CODE: —

TWX CODE: —

TWX NO.: —

LNR CODE: &A

ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

Opelousas Branch
Eunice Branch

BOOKS:
Will lend any books
Will not lend
Length of loan 4 weeks
Renewable Yes - if no other requests on the book

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	✓	

Loan period 4 weeks
Will renew: Yes ✓ No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	✓	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	✓	
State	✓	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend Do not own
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend Do not own
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

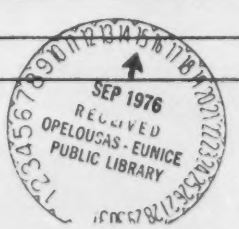
POSTAGE:

Charge:	Yes__	No ✓
Reimburse?	Yes__	No__
Reciprocal agreement?	Yes__	No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:



JPK
9/1/76

Ouachita Parish Public LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Interlibrary Loan
Ouachita Parish Public Library
1800 Stubbs Avenue, Monroe, La. 71201

TELEPHONE: 323-6647

NUC CODE:

TWX CODE: LMO-MRO

TWX NO.: 510-977-5392

LNR CODE: $M
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

Anna Meyer
West Monroe
Carver

BOOKS:
Will lend X
Will not lend
Length of loan 3 weeks
Renewable X

PERIODICALS:

	Will Lend	Will Not Lend
Bound	X	
Unbound	X	

Loan period 3 weeks
Will renew: Yes X No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		X
Fiche		X
Print		X

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

Make available according to La. regulations
for State Complete Documents Regional Depositories
U.S. Depository
Since Partial
State Depository
Since

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other Do not own

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy
Do not own

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes X No
Will you accept photocopy requests? Yes X No
Will you reply? Yes X No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No X
Reimburse? Yes No X
Reciprocal agreement? Yes X No

DATES SERVICE SUSPENDED:
None

MAJOR NONCIRCULATING COLLECTIONS:
Genealogy
Reference

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Plaquemines Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Plaquemines Parish Library
2nd Hwy 23 South
Buras, La 70041

LENDING BRANCHES:

Belle Chasse Branch
Port Sulphur Branch

TELEPHONE: 657-7121
W.U. Number 522-0461 27 226

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS

Plaquemines Parish Library (Same)
Belle Chasse Branch
Belle Chasse, La 70037

BOOKS:
- Will lend: ✓
- Will not lend:
- Length of loan: 2 weeks
- Renewable: yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	yes	

- Loan period: 2 weeks
- Will renew: Yes yes No
- Will lend if article exceeds 2 pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

Don't Prob. answered in books
books -

DISSERTATIONS:
- Will lend
- Will not lend
- Loan period
- Renewal: Yes No
- Reproducation policy
- Copies available for purchase from:
  - Library
  - Other

THESES: (Masters' theses)
- Will lend
- Will not lend
- Loan period
- Renewable
- Reproduction policy

PHOTODUPLICATION SERVICE:
- Charge per exposure: 10¢
- Minimum/handling fee:
- Charge for cost estimate: —
- Billing policy if different from above:

MICROFILMING SERVICE:
- Service available: No
- Charge per frame:
- Minimum charge:

TWX SERVICE (if available):
- Will you accept loan requests? Yes__ No__
- Will you accept photocopy requests? Yes__ No__
- Will you reply? Yes__ No__

BILLING POLICIES:
- Invoiced in I.L.L. form: Yes__ No__
- Invoiced separately with photocopies? Yes__ No__
- Invoiced later ✓
- Payment in advance
- Other

POSTAGE:

Charge:	Yes__	No ✓
Reimburse?	Yes__	No ✓
Reciprocal agreement?	Yes ✓	No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

Reference Books
Rare Books

SPECIAL CONDITIONS OR RESTRICTIONS:

Borrowers are responsible

JPK
9/1/76

Pointe Coupee Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
201 Claiborne
New Roads, La. 70760

TELEPHONE: 638-5151
NUC CODE:
TWX CODE:
TWX NO.:

LENDING BRANCHES:
Innis, Livonia, Morganza and Julian Poydras. By far, the greatest resources are at themain library (New Roads Branch)

PHOTODUPLICATIONS
We charge 12c a page for copying material on our A.B. Dick copying machine.

BOOKS:
Will lend Yes
Will not lend
Length of loan Two weeks (unless borrower needs a longer period)
Renewal Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound	Yes	
Unbound	Yes	

Loan period Two weeks (more if necessary)
Will renew: Yes V No
Will lend if article exceeds 6 pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	Not applicable	
Film	Not applicable	
Fiche	Not applicable	
Print	Yes	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	Yes	
State	Yes	

	Complete	Regional
U.S. Depository Since	Not applicable	
State Depository Since	Not applicable	

Exceptions or general policy to above:

DISSERTATIONS:
Will lend Yes
Will not lend
Loan period two weeks
Renewal: Yes Yes No
Reproducation policy None
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend Yes
Will not lend
Loan period Two weeks
Renewable Yes
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:
We are not experienced in making copies for people out of our area, so we have no billing policy.

MICROFILMING SERVICE:
Service available No
Charge per frame
Minimum charge

TWX SERVICE (if available): Not available
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No
Reimburse? Yes No
Reciprocal agreement? Yes No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

RAPIDES PARISH LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Rapides Parish Library

411 Washington Street

Alexandria, Louisiana 71301

LENDING BRANCHES:

Please address all ILL requests to above address.

TELEPHONE: 318-445-6436

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS

Same as above (ILL)

BOOKS:

Will lend all except as noted below
Will not lend reference titles
Length of loan varies - 2-4 weeks
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound	N/A	N/A
Unbound	most titles	current issues

Loan period varies - 2- 4 weeks
Will renew: Yes X No
Will lend if article exceeds N/A pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		N/A
Film		X
Fiche		X
Print		N/A

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since	N/A	N/A
State Depository Since	N/A	1942

Exceptions or general policy to above:

Will not lend government publications in microform

DISSERTATIONS:

Will lend N/A
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)

Will lend N/A
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:

Charge per exposure $.10
Minimum/handling fee
Charge for cost estimate No charge.
Billing policy if different from above:
N/A

MICROFILMING SERVICE:

Service available N/A
Charge per frame
Minimum charge

TWX SERVICE (if available): N/A

Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:

Invoiced in I.L.L. form: Yes No X
Invoiced separately with photocopies? Yes X No
Invoiced later
Payment in advance
Other

POSTAGE:

Charge: Yes No X
Reimburse? Yes No X
Reciprocal agreement? Yes X No

DATES SERVICE SUSPENDED:

Weekends and holidays

MAJOR NONCIRCULATING COLLECTIONS:

Local History and Genealogy

SPECIAL CONDITIONS OR RESTRICTIONS:

Borrowing libraries are responsible for cost of damaged or lost materials.

JPK
9/1/76

Red River Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Red River Parish library
Drawer H
Coushatta

TELEPHONE: 318-932 5614

NUC CODE: —

TWX CODE: —

TWX NO.: —

LNR CODE: *A

ADDRESS: PHOTODUPLICATIONS

same as above

LENDING BRANCHES:

BOOKS:
Will lend ✓
Will not lend
Length of loan 4 weeks
Renewable 4 weeks if not on reserve

PERIODICALS:

	Will Lend	Will Not Lend
Bound	—	—
Unbound	✓	

Loan period 4 weeks
Will renew: Yes ✓ No
Will lend if article exceeds — pages

MICROFORMS: (books, newspapers, etc.) — NA

	Will Lend	Will Not Lend
Card	NA	
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS: NA

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: NA
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) NA
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 1¢
Minimum/handling fee actual cost
Charge for cost estimate —
Billing policy if different from above:

MICROFILMING SERVICE: NA
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available): NA
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes ✓ No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: If insured Yes ✓ No
Reimburse? Yes ✓ No
Reciprocal agreement? Yes ✓ No

DATES SERVICE SUSPENDED:
None

MAJOR NONCIRCULATING COLLECTIONS:
Coushatta Citizen - Newspaper file

SPECIAL CONDITIONS OR RESTRICTIONS:
In library use only for Reference or Rare material

JPK
9/1/76

Richland Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Richland Parish Library

910 Louisa Street

Rayville, La. 71269

TELEPHONE: (318) 728-4806

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: SJ

ADDRESS: PHOTODUPLICATIONS

Same as for ILL

LENDING BRANCHES:

Rayville (headquarters)

Delhi Branch

Mangham Branch

BOOKS:

Will lend yes
Will not lend
Length of loan 3+ weeks
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	yes	

Loan period 3+ weeks
Will renew: Yes x No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	yes	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:

Will lend
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)

Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:

Charge per exposure 10¢
Minimum/handling fee cost of postage
Charge for cost estimate postage
Billing policy if different from above:

MICROFILMING SERVICE:

Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):

Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:

Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:

Charge: Yes__ No__
Reimburse? Yes x No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

Reference Collection (except on certain items)

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Sabine Parish Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Sabine Parish Library
750 E. Main Street
Many, Louisiana 71449

TELEPHONE: 318 - 256 - 2212
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: *E
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:
Many Branch Library + 7 Branches
All loans are sent through Headquarters

BOOKS:
Will lend yes
Will not lend
Length of loan 1 month
Renewable yes, if no requests

PERIODICALS:

	Will Lend	Will Not Lend
Bound	yes	
Unbound	x "	

Loan period 2 weeks
Will renew: Yes x No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	yes	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since	0	
State Depository Since	.0	

Exceptions or general policy to above:

DISSERTATIONS:
Will lend 0
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE(if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
References
Genealogy

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

St. Bernard Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
1125 East St. Bernard Highway
Chalmette, Louisiana 70043

TELEPHONE: (504) 0 279 - 0448

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: ZE

ADDRESS: PHOTODUPLICATIONS
same

LENDING BRANCHES:
same

BOOKS:
Will lend yes
Will not lend
Length of loan one month
Renewable in most cases

PERIODICALS:

	Will Lend	Will Not Lend
Bound	~~yes~~ but have few	x
Unbound	x - in most cases	

Loan period one month
Will renew: Yes x No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		x
Film		x
Fiche		x
Print		x

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	have very few	x
State		x

	Complete	Regional
U.S. Depository		
Since	not a Depository	
State Depository		
Since	only a partial depository	

Exceptions or general policy to above:

DISSERTATIONS:
Will lend have no dissertations ---
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend do not have but about 2 theses
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10 cents each page
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:
Service available no
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No x
Invoiced separately with photocopies? Yes x No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: only on some material Yes x No
Reimburse? in some cases Yes x No
Reciprocal agreement? Yes x No
in some cases

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Reference and Rare O except in some instances
We try to be accomodating and flexible

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

St. Charles Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
St. Charles Parish Library
P. O. Box 454
Hahnville, LA 70057

LENDING BRANCHES:
Same

TELEPHONE: 783-6710
NUC CODE: LHaSC
TWX CODE:
TWX NO.:
LNR CODE: ZC
ADDRESS: PHOTODUPLICATIONS
Same

BOOKS:
Will lend yes
Will not lend
Length of loan 1 month, normally
Renewable if no reserves

PERIODICALS:

	Will Lend	Will Not Lend
Bound	yes	
Unbound	yes	

Loan period 1 month
Will renew: Yes yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.) N/A

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS: N/A

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: N/A
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) N/A
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure ten (10) cents
Minimum/handling fee no minimum
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE: N/A
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available): N/A
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes X No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes X No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

ST. JAMES PARISH LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Rt 1, box 32C

Lutcher, La. 70071

TELEPHONE: 1-504-869-3618

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: ZLB
ADDRESS: PHOTODUPLICATIONS
Rt 1. Box 32C
Lutcher, La. 70071

LENDING BRANCHES:

None

BOOKS:
Will lend x
Will not lend
Length of loan 3 weeks
Renewable once

PERIODICALS:

	Will Lend	Will Not Lend
Bound		x
Unbound	x	

Loan period 3 weeks
Will renew: Yes x No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		x
Film		x
Fiche		x
Print		x

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		x
State		x

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend x
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend x
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available yes
Charge per frame 15¢
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes x No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No x
Reimburse? Yes No
Reciprocal agreement? Yes No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

None

SPECIAL CONDITIONS OR RESTRICTIONS:

None

JPK
9/1/76

St. John the Baptist Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

St. John the Baptist Parish

Riverlands Shopping Center, Airline Highway

LaPlace, Louisiana 70068

LENDING BRANCHES:

TELEPHONE: 652-6857

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: ZA

ADDRESS: PHOTODUPLICATIONS

St. John the Baptist Parish Library

Riverlands Shopping Center, Airline Highway

LaPlace, Louisiana 70068

BOOKS:
Will lend Yes
Will not lend
Length of loan 1 month
Renewable Yes if not on reserve

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound	X	

Loan period 1 month
Will renew: Yes X No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	NA	
Film	NA	
Fiche	NA	
Print	NA	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

Exceptions are Reference and Rare Books

DISSERTATIONS:
Will lend X
Will not lend
Loan period 1 month
Renewal: Yes X No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend X
Will not lend
Loan period 1 month
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10 cents
Minimum/handling fee None
Charge for cost estimate None
Billing policy if different from above:

MICROFILMING SERVICE:
Service available NA
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes X No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No X
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Reference

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

St. Martin Parish LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
St. Martin Parish Library
P. O. Box 79
St. Martinville, Louisiana 70582

TELEPHONE: (318)394-4086
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: &C
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

BOOKS:
Will lend Yes
Will not lend
Length of loan 1 month
Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound	XX	
Unbound	XX	

Loan period 1 month
Will renew: Yes XX No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	XX	
Fiche	XX	
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee None
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No
Charge per frame
Minimum charge

TWX SERVICE(if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ NoXX
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

ADDRESS: INTERLIBRARY LOAN

St. Mary Parish Library

206 Iberia Street

Franklin, Louisiana 70538

LENDING BRANCHES:

None

TELEPHONE: 318 828-1624

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: &I

ADDRESS: PHOTODUPLICATIONS

St. Mary Parish Library

206 Iberia Street

Franklin, Louisiana 70538

BOOKS:

Will lend: Almost anything

Will not lend:

Length of loan: one month

Renewable:

PERIODICALS:

	Will Lend	Will Not Lend
Bound	yes	
Unbound	yes	

Loan period:

Will renew: Yes yes No

Will lend if article exceeds _____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	yes	
Film	yes	
Fiche	yes	
Print	yes	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	yes	
State	yes	

	Complete	Regional
U.S. Depository		
Since		
State Depository		
Since		

Exceptions or general policy to above:

Reference materials and certain other items loaned at the discretion of the Parish Librarian

DISSERTATIONS:

Will lend: yes

Will not lend:

Loan period:

Renewal: Yes No

Reproduction policy:

Copies available for purchase from:

Library:

Other:

THESES: (Masters' theses)

Will lend: yes

Will not lend:

Loan period:

Renewable:

Reproduction policy:

PHOTODUPLICATION SERVICE:

Charge per exposure: ten cents

Minimum/handling fee: one dollar

Charge for cost estimate:

Billing policy if different from above:

MICROFILMING SERVICE:

Service available: No

Charge per frame:

Minimum charge:

TWX SERVICE (if available):

Will you accept loan requests? Yes__ No__

Will you accept photocopy requests? Yes__ No__

Will you reply? Yes__ No__

BILLING POLICIES:

Invoiced in I.L.L. form: Yes X No__

Invoiced separately with photocopies? Yes X No__

Invoiced later:

Payment in advance:

Other:

POSTAGE:

Charge: Yes__ No X

Reimburse? Yes__ No__

Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

None

MAJOR NONCIRCULATING COLLECTIONS:

none

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

ADDRESS: INTERLIBRARY LOAN

St. Tammany Parish Library - Headquarters

P.O. Box 1000

Covington, Louisiana 70433

LENDING BRANCHES:

Library Headquarters

TELEPHONE: 892-0812

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS

St. Tammany Parish Library-Headquarters

P.O. Box 1000

Covington, La. 70433

BOOKS:

Will lend Adult Fiction & Non-Fiction
Will not lend Juvenile Books
Length of loan 1 month
Renewable for 2 weeks at a time-unless waiting list

PERIODICALS:

	Will Lend	Will Not Lend
Bound	yes	
Unbound	yes	

Loan period 1 month
Will renew: Yes X No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	none	
Film	none	
Fiche	none	
Print	none	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since	no	no
State Depository Since	no	no

Exceptions or general policy to above:

Reference books loaned for two weeks only with no renewals

DISSERTATIONS:

Will lend none available
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)

Will lend none available
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:

Charge per exposure 15¢
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above:
We never receive request for this

MICROFILMING SERVICE:

Service available none
Charge per frame
Minimum charge

TWX SERVICE(if available):

Will you accept loan requests? Yes__ No X
Will you accept photocopy requests? Yes__ No X
Will you reply? Yes__ No X

BILLING POLICIES:

Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes X No__
Invoiced later
Payment in advance
Other

POSTAGE:

Charge: Yes__ No X
Reimburse? Yes__ No X
Reciprocal agreement? Yes__ No X

DATES SERVICE SUSPENDED:

Normal Holidays

MAJOR NONCIRCULATING COLLECTIONS:

Genealogy collection

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

ADDRESS: INTERLIBRARY LOAN

INTERLIBRARY LOAN DEPT.
SHREVE MEMORIAL LIBRARY
400 EDWARDS ST. SHREVEPORT, LA. 71101

LENDING BRANCHES:

ALL BRANCHES WILL LEND THRU
THE MAIN LIBRARY

BOOKS:
Will lend YES
Will not lend
Length of loan 3-4 WEEKS
Renewable YES, if not on request

PERIODICALS:

	Will Lend	Will Not Lend
Bound		✓
Unbound		✓

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		✓
Film		✓
Fiche		✓
Print		✓

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	✓	
State	✓	
	Complete	~~Partial/Regional~~
U.S. Depository Since		1923
State Depository Since		1951

Exceptions or general policy to above:
Reference & Periodicals

DISSERTATIONS: DO not have
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) DO not have
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

TELEPHONE: (318) 221-2614
NUC CODE: —
TWX CODE: GREEN GOLD - SHV.
TWX NO.: 510-893-4127
LNR CODE: *H
ADDRESS: PHOTODUPLICATIONS

INTERLIBRARY LOAN DEPT.
SHREVE MEMORIAL LIBRARY 400 EDWARDS
SHREVEPORT, LA. 71101

PHOTODUPLICATION SERVICE: 1st 10 pages free —
Charge per exposure 10¢ per page after 1st 10
Minimum/handling fee
Charge for cost estimate —
Billing policy if different from above:
—

MICROFILMING SERVICE:
Service available YES
Charge per frame 10¢
Minimum charge None

TWX SERVICE (if available):
Will you accept loan requests? Yes ✓ No
Will you accept photocopy requests? Yes ✓ No
Will you reply? Yes ✓ No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes ✓ No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No ✓
Reimburse? Yes No
Reciprocal agreement? Yes No

DATES SERVICE SUSPENDED:
—

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:
—

JPK
9/1/76

ADDRESS: INTERLIBRARY LOAN

TANGIPAHOA PARISH LIBRARY
P. O. BOX 578
AMITE, LOUISIANA 70422

LENDING BRANCHES:

None. Address all correspondence to headquarters.

TELEPHONE:

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS

TANGIPAHOA PARISH LIBRARY
P. O. BOX 578
AMITE, LOUISIANA 70422

BOOKS:
- Will lend: Yes
- Will not lend:
- Length of loan: 2 weeks
- Renewable: Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound	X	

- Loan period: 2 weeks
- Will renew: Yes X No
- Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	X	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository		
Since	No	No
State Depository		
Since	No	No

Exceptions or general policy to above:

DISSERTATIONS: None
- Will lend:
- Will not lend:
- Loan period:
- Renewal: Yes No
- Reproducation policy:
- Copies available for purchase from:
  - Library:
  - Other:

THESES: (Masters' theses)
- Will lend: X
- Will not lend:
- Loan period: 2 weeks
- Renewable: X
- Reproduction policy: TPL will not reproduce (Patron may if author permits).

PHOTODUPLICATION SERVICE:
- Charge per exposure: 10¢
- Minimum/handling fee: None
- Charge for cost estimate: None
- Billing policy if different from above:

MICROFILMING SERVICE:
- Service available: No
- Charge per frame:
- Minimum charge:

TWX SERVICE (if available):
- Will you accept loan requests? Yes__ No__
- Will you accept photocopy requests? Yes__ No__
- Will you reply? Yes__ No__

BILLING POLICIES:
- Invoiced in I.L.L. form: Yes__ No__
- Invoiced separately with photocopies? Yes X No__
- Invoiced later:
- Payment in advance: No
- Other:

POSTAGE:
- Charge: Yes__ No X
- Reimburse? Only for insured material Yes__ No X
- Reciprocal agreement? Yes__ No X

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS: None

SPECIAL CONDITIONS OR RESTRICTIONS:

TPL has a few genealogy titles which are out of print which do not circulate.

JPK
9/1/76

ADDRESS: INTERLIBRARY LOAN

Tensas Parish Library

P.O. Box 228

St. Joseph, La. 71366

LENDING BRANCHES:

TELEPHONE: 318/ 766-3781

NUC CODE: NA

TWX CODE: NA

TWX NO.: NA

LNR CODE: $A

ADDRESS: PHOTODUPLICATIONS

NA

BOOKS:

Will lend One month

Will not lend

Length of loan

Renewable will renew for another period if possible.

PERIODICALS:

	Will Lend	Will Not Lend
Bound	We do not own bound volumes.	
Unbound	yes	
Loan period	one month	
Will renew:	Yes X (if possible)	
Will lend if article exceeds	pages	

(

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	NA	
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository		
Since		
State Depository		
Since		

Exceptions or general policy to above:

DISSERTATIONS:

Will lend NA

Will not lend

Loan period

Renewal: Yes No

Reproducation policy

Copies available for purchase from:

Library

Other

THESES: (Masters' theses)

Will lend NA

Will not lend

Loan period

Renewable

Reproduction policy

PHOTODUPLICATION SERVICE:

Charge per exposure NA

Minimum/handling fee

Charge for cost estimate

Billing policy if different from above:

MICROFILMING SERVICE:

Service available NA

Charge per frame

Minimum charge

TWX SERVICE (if available): NA

Will you accept loan requests? Yes__ No__

Will you accept photocopy requests? Yes__ No__

Will you reply? Yes__ No__

BILLING POLICIES:

Invoiced in I.L.L. form: Yes__ No X

Invoiced separately with photocopies? Yes__ No X

Invoiced later

Payment in advance

Other

POSTAGE:

Charge: Yes__ No X

Reimburse? Yes__ No X

Reciprocal agreement? Yes X No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

NA

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

ADDRESS: INTERLIBRARY LOAN

202 West Jackson

Farmerville, La 71241

LENDING BRANCHES:

Farmerville Branch

202 West Jackson

Farmerville, La 71241

TELEPHONE: 318-368-9226

NUC CODE: None

TWX CODE:

TWX NO.:

LNR CODE: $G

ADDRESS: PHOTODUPLICATIONS

BOOKS:

Will lend yes
Will not lend
Length of loan one month
Renewable one month

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	yes	

Loan period one month
Will renew: Yes Y No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:

Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)

Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:

Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:

Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):

Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:

Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:

Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

ADDRESS: INTERLIBRARY LOAN

Vermilion Parish Library

P. O. Drawer 640

Abbeville, LA. 70510

LENDING BRANCHES:

TELEPHONE: 893-2674 or 893-2655

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: &D

ADDRESS: PHOTODUPLICATIONS

BOOKS:

Will lend x

Will not lend

Length of loan 1 month

Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	x	

Loan period 1 month

Will renew: Yes x No

Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	x	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:

Will lend

Will not lend

Loan period

Renewal: Yes No

Reproducation policy

Copies available for purchase from:

Library

Other

THESES: (Masters' theses)

Will lend

Will not lend

Loan period

Renewable

Reproduction policy

PHOTODUPLICATION SERVICE:

Charge per exposure $.10

Minimum/handling fee

Charge for cost estimate

Billing policy if different from above:

MICROFILMING SERVICE:

Service available

Charge per frame

Minimum charge

TWX SERVICE (if available):

Will you accept loan requests? Yes No

Will you accept photocopy requests? Yes No

Will you reply? Yes No

BILLING POLICIES:

Invoiced in I.L.L. form: Yes No

Invoiced separately with photocopies? Yes No

Invoiced later

Payment in advance

Other

POSTAGE:

Charge: Yes No

Reimburse? Yes No

Reciprocal agreement? Yes No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/3/76

ADDRESS: INTERLIBRARY LOAN
Vernon Parish Library
P. O. Box 310
Leesville, Louisiana 71446

TELEPHONE: 239-2027
NUC CODE:
TWX CODE:
TWX NO.:

LENDING BRANCHES:
NONE

ADDRESS: PHOTODUPLICATIONS
Same as main library

BOOKS:
Will lend all except Handbook, References
Will not lend Handbook, Reference
Length of loan 1 month
Renewable Yes, if not on request

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	Yes	
Loan period	2 weeks	
Will renew: Yes		No ✓

Will lend if article exceeds _____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository		
Since		
State Depository		
Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee –
Charge for cost estimate –
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

ADDRESS: INTERLIBRARY LOAN
825 Free St
Franklinton, La
70438

TELEPHONE: 839-5336 (504).

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:
Franklinton Headquarters
Bogalusa Branch
(All loans go through Headquarters)

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend yes
Will not lend
Length of loan 1 month
Renewable yes - if no other request

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	yes	

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		✓
Film		✓
Fiche		✓
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	✓	
State	✓	

	Complete	Regional
U.S. Depository		
Since		
State Depository		
Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend ✓
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend ✓
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 15¢
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available no
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes✓ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

ADDRESS: INTERLIBRARY LOAN

Webster Parish Library

521 East & West Street

Minden, Louisiana 71055

LENDING BRANCHES:

Minden Branch

TELEPHONE: 318-377-1411

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: *G

ADDRESS: PHOTODUPLICATIONS

521 East & West Street, Minden, La. 71055

BOOKS:
- Will lend Yes
- Will not lend
- Length of loan 1 month
- Renewable Yes, if there are no pending requests

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	Yes	
Loan period	1 month	
Will renew:	Yes Yes	No
Will lend if article exceeds	pages	

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	Do not have microforms	
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	Do not have Government	
State		Publications

	Complete	Regional
U.S. Depository		
Since	No	
State Depository		
Since	No	

Exceptions or general policy to above:

DISSERTATIONS: Do not have
- Will lend
- Will not lend
- Loan period
- Renewal: Yes No
- Reproduction policy
- Copies available for purchase from:
  - Library
  - Other

THESES: (Masters' theses) Do not have
- Will lend
- Will not lend
- Loan period
- Renewable
- Reproduction policy

PHOTODUPLICATION SERVICE:
- Charge per exposure 10¢ - 100 or more - 5¢
- Minimum/handling fee
- Charge for cost estimate
- Billing policy if different from above:

MICROFILMING SERVICE: Do not have
- Service available
- Charge per frame
- Minimum charge

TWX SERVICE (if available): Do not have
- Will you accept loan requests? Yes__ No__
- Will you accept photocopy requests? Yes__ No__
- Will you reply? Yes__ No__

BILLING POLICIES: None
- Invoiced in I.L.L. form: Yes__ No__
- Invoiced separately with photocopies? Yes__ No__
- Invoiced later
- Payment in advance
- Other

POSTAGE: None
- Charge: Yes__ No__
- Reimburse? Yes__ No__
- Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Rare books (we have a few)

SPECIAL CONDITIONS OR RESTRICTIONS: None

JPK
9/1/76

ADDRESS: INTERLIBRARY LOAN

West Baton Rouge Parish Library

830 North Alexander

Port Allen, Louisiana 70767

LENDING BRANCHES:

Main Library

TELEPHONE: 343-3184

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend fiction & nonfiction
Will not lend reference
Length of loan one month
Renewable one month

PERIODICALS:

	Will Lend	Will Not Lend
Bound	any available	
Unbound	any available	

Loan period one month
Will renew: Yes X No
Will lend if article exceeds _____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No X
Reimburse? Yes No
Reciprocal agreement? Yes No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

ADDRESS: INTERLIBRARY LOAN
P. O. Box 703
Oak Grove, Louisiana 71263

TELEPHONE: 428-2697 Area Code: 318
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: $B
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:
Oak Grove Branch

BOOKS:
Will lend Fiction & non-fiction
Will not lend Reference
Length of loan two weeks
Renewable for two weeks if not on request

PERIODICALS:

	Will Lend	Will Not Lend
Bound	have none	
Unbound	yes	current issues

Loan period 2 weeks
Will renew: Yes x No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS: have only a few

	Will Lend	Will Not Lend
U.S.		
State	x	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: have none
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) have none
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 15¢
Minimum/handling fee 50¢
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE: (not equipped)
Service available
Charge per frame
Minimum charge

TWX SERVICE(if available): Not available
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later x
Payment in advance
Other

POSTAGE:
Charge: Yes x No__
Reimburse? Yes x No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

ADDRESS: INTERLIBRARY LOAN
WINN PARISH LIBRARY
204 W. MAIN STREET
WINNFIELD, LA 71483

TELEPHONE: 318-628-4478

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:
Collections limited — Would come through Central Library

BOOKS:
Will lend: ✓
Will not lend:
Length of loan: 1 month
Renewable:

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	✓	

Loan period:
Will renew: Yes 1 time No
Will lend if article exceeds 5 pages pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		Do not have
Fiche	Do not have	
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State	Not limited	

	Complete	Regional
U.S. Depository Since	No	No
State Depository Since	No	No

Exceptions or general policy to above:

DISSERTATIONS:
Will lend: No ✓
Will not lend:
Loan period:
Renewal: Yes No
Reproduction policy:
Copies available for purchase from:
Library:
Other:

THESES: (Masters' theses)
Will lend:
Will not lend: ✓
Loan period:
Renewable:
Reproduction policy:

PHOTODUPLICATION SERVICE:
Charge per exposure: 15¢
Minimum/handling fee: 25¢ (Above + Postage
Charge for cost estimate:
Billing policy if different from above:

MICROFILMING SERVICE:
Service available: None ✓
Charge per frame:
Minimum charge:

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later:
Payment in advance:
Other:

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes ✓ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Winn Parish Miscellaneous
Genealogy "

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

ACADEMIC LIBRARIES

Bossier Parish Community College LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Bossier Parish Community College
2801 Airline Dr.
Bossier City, LA 71111

TELEPHONE: 318-747-0618
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: *L
ADDRESS: PHOTODUPLICATIONS
Bossier Parish Community College
2801 Airline Dr.
Bossier City, LA 71111

LENDING BRANCHES:

BOOKS:
Will lend x
Will not lend
Length of loan one month
Renewable no, but make exceptions

PERIODICALS:

	Will Lend	Will Not Lend
Bound		x
Unbound		x

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		x
Film		x
Fiche		x
Print		x

GOVERNMENT PUBLICATIONS: N/A

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: N/A
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) N/A
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure $ .10
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available no
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes x No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes x No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Centenary College, Magale Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Magale Library, Centenary College
P.O. Box 4188 , Centenary Station
Shreveport LA 71104

TELEPHONE: 318 --- 869-5170
NUC CODE: LShC
TWX CODE: not applicable
TWX NO.: "
LNR CODE: *O
ADDRESS: PHOTODUPLICATIONS
same as above

LENDING BRANCHES:
not applicable

BOOKS:
Will lend x
Will not lend
Length of loan one month
Renewable one 2-week renewal

PERIODICALS:

	Will Lend	Will Not Lend
Bound		xx
Unbound		xx

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		x
Film		x
Fiche		x
Print		x

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	x	
State	x	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:
partial state depository

DISSERTATIONS: not applicable
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) not applicable
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:
Service available yes(16mm)
Charge per frame information available
Minimum charge upon request

TWX SERVICE(if available): not available
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes x No__
Invoiced separately with photocopies? Yes__ No x
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No xx
Reimburse? Yes x No__
Reciprocal agreement? Yes__ No xx

DATES SERVICE SUSPENDED:
Dec. 15-Jan. 5

MAJOR NONCIRCULATING COLLECTIONS:
reference, rare books, archival materials, recordings

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Delgado Junior College
Mass Memorial LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Delgado College Library
615 City Park Avenue
New Orleans, LA 70119

TELEPHONE: 504-486-7393 Ext 375
NUC CODE: None
TWX CODE: None
TWX NO.: None
LNR CODE: 7M
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

BOOKS:
Will lend Books
Will not lend
Length of loan Three Weeks
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		X
Fiche		X
Print		X

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		X
State		X

	Complete	Regional
U.S. Depository Since	1968 (Partial)	
State Depository Since	1968 (Partial)	

Exceptions or general policy to above:

DISSERTATIONS:
Will lend N/A
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend NA
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee None
Charge for cost estimate None
Billing policy if different from above:

MICROFILMING SERVICE:
Service available None
Charge per frame
Minimum charge

TWX SERVICE (if available): None
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes ✓ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No X
Reimburse? Yes__ No X
Reciprocal agreement? Yes X No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Received-Jan. 31, 1977

Dillard University
Will W. Alexander Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Dillard University Library
2601 Gentilly Blvd.
New Orleans, La.

TELEPHONE: (504) 944-8751 ex 220

NUC CODE: LNU

TWX CODE: none

TWX NO.: none
Watts line for out going calls only
LNR CODE: ZN
ADDRESS: PHOTODUPLICATIONS

Duplication Office; Dillard Univ.
Rosenwald Hall
2601 Gentilly Blvd.
New Orleans, La. 70122

LENDING BRANCHES:
N/A

BOOKS:
Will lend x
Will not lend rare 1st editions
Length of loan 14 - 28 days
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		x
Unbound	x	

Loan period 14 days
Will renew: Yes no No
Will lend if article exceeds 15 pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		x
Film		x
Fiche		x
Print		x

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	x	
State	x	

	Complete	Regional
U.S. Depository Since	Partial only ---	
State Depository Since	1960?	

Exceptions or general policy to above:

DISSERTATIONS:
Will lend N/A
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend no
Will not lend x Due to content &
Loan period condition of volume.
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee 25¢
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:
Service available none
Charge per frame N/A
Minimum charge N/A

TWX SERVICE(if available): N/A
Will you accept loan requests? Yes x No
Will you accept photocopy requests? Yes No x
Will you reply? Yes x No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes x No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance no
Other

POSTAGE:
Charge: Yes x No
Reimburse? Yes No
Reciprocal agreement? Yes x No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Law collection
Richards collection
Reference
Reserve

SPECIAL CONDITIONS OR RESTRICTIONS:
Condition of the materials; use in borrowing library only

JPK
9/1/76

Grambling State University
A. C. Lewis Memorial LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Grambling State University

Grambling, Louisiana 71245

TELEPHONE: 247-6941 Ext. 220

NUC CODE:

TWX CODE: None

TWX NO.: None

LNR CODE: $N

ADDRESS: PHOTODUPLICATIONS

Same as Above

LENDING BRANCHES:

None

BOOKS:
- Will lend: x
- Will not lend:
- Length of loan: 2 Weeks
- Renewable: x

PERIODICALS:

	Will Lend	Will Not Lend
Bound	x	
Unbound	x (Restricted)	

- Loan period: 2 weeks
- Will renew: Yes x No
- Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		x
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	x (Limited)	
State	x (Limited)	

	Complete	Regional
U.S. Depository		
Since	Does not apply	
State Depository		
Since	Does not apply	

Exceptions or general policy to above:

DISSERTATIONS:
- Will lend: Do not own
- Will not lend:
- Loan period:
- Renewal: Yes ____ No ____
- Reproducation policy:
- Copies available for purchase from:
  - Library:
  - Other:

THESES: (Masters' theses)
- Will lend: x (limited)
- Will not lend:
- Loan period:
- Renewable:
- Reproduction policy:

PHOTODUPLICATION SERVICE:
- Charge per exposure: ~~$.10~~
- Minimum/handling fee: None
- Charge for cost estimate: $.50
- Billing policy if different from above:

MICROFILMING SERVICE:
- Service available: Does not apply *
- Charge per frame:
- Minimum charge:

TWX SERVICE (if available):
- Will you accept loan requests? Yes__ No__
- Will you accept photocopy requests? Yes__ No__
- Will you reply? Yes__ No__

BILLING POLICIES:
- Invoiced in I.L.L. form: Yes__ No__
- Invoiced separately with photocopies? Yes x No__
- Invoiced later:
- Payment in advance:
- Other:

POSTAGE:
- Charge: Yes__ No__
- Reimburse? Yes__ No__
- Reciprocal agreement? Yes x No__

DATES SERVICE SUSPENDED:

Does not apply

MAJOR NONCIRCULATING COLLECTIONS:

Microforms

SPECIAL CONDITIONS OR RESTRICTIONS:

Will lend only from library to library.

Masters' Theses to be used in the library only.

* Will make copies of microfilms for $.15 per page.

JPK
9/1/76

John Curtis Christian School LIBRARY
John Curtis Junior College
INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
10125 Jefferson Hwy.
Riverridge, La.
70123

TELEPHONE: 737-4621
NUC CODE:
TWX CODE:
TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS
none

BOOKS:
Will lend
Will not lend
Length of loan
Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound	none	
Unbound		

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	none	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		✓
State		✓

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:
The policy of the school is not to make materials available to people not attending this school.

DISSERTATIONS:
Will lend none
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend none
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:
no photoduplication service.

MICROFILMING SERVICE:
Service available no microfilming service
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No ✓
Will you accept photocopy requests? Yes__ No ✓
Will you reply? Yes__ No ✓

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No ✓
Invoiced separately with photocopies? Yes__ No ✓
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No ✓
Reimburse? Yes__ No ✓
Reciprocal agreement? Yes__ No ✓

DATES SERVICE SUSPENDED:
we did not participate in this program

MAJOR NONCIRCULATING COLLECTIONS:
Books, Periodicals and other materials are not distributed outside of the school student

SPECIAL CONDITIONS OR RESTRICTIONS:
The school has had a fire which destroyed most of our audio-visual equipment and many publications and Communications which we had on hand.

JPK
9/1/76

Louisiana College LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Richard W. Norton Memorial Library
Louisiana College
Pineville, Louisiana 71360

TELEPHONE: (318) 487-7201
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE +J
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

BOOKS:
Will lend Yes
Will not lend
Length of loan Three weeks
Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound		

Loan period
Will renew: Yes No
Will lend if article exceeds 10 pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since ~~Partial since~~ 1968		
State Depository Since Partial since 1968		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10 cents
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? YesX No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:
We do not have a great deal of Interlibrary Loan requests.

JPK
9/1/76

LSUA Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Library LSUA
Alexandria, LA 71301

TELEPHONE: (318) 445-3672 ext. 46
NUC CODE: LU-A
TWX CODE:
TWX NO.:
LNR CODE: +K
ADDRESS: PHOTODUPLICATIONS
same

LENDING BRANCHES:

BOOKS:
Will lend X
Will not lend
Length of loan two weeks after receipt
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds 50 pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	X	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure .10
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes x No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes x No__
Reimburse? Yes x No__
Reciprocal agreement? Yes x No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Louisiana State University LIBRARY
Baton Rouge, La.

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Library
Louisiana State University
Baton Rouge, LA 70803

TELEPHONE: 504-388-2138
NUC CODE: LU
TWX CODE: LSU LIB BTR
TWX NO.: 510-993-3427
LNR CODE: >R
ADDRESS: PHOTODUPLICATIONS
Library
Louisiana State University
Baton Rouge, LA 70803

LENDING BRANCHES:
Chemistry Library
Law Center Library
Veterinary Medicine Library

BOOKS:
Will lend: yes
Will not lend:
Length of loan: four weeks (three in summer)
Renewable: yes, in general

PERIODICALS:

	Will Lend	Will Not Lend
Bound		XXX
Unbound		XXX

Loan period:
Will renew: Yes ____ No ____
Will lend if article exceeds ____ pages
Will lend on occasion depending on request.

MICROFORMS: (books, newspapers, etc.)

	Will Lend *	Will Not Lend
Card	XXX	
Film	XXX	
Fiche	XXX	
Print	XXX	

*If microform can be easily replaced.

GOVERNMENT PUBLICATIONS: *

	Will Lend	Will Not Lend
U.S.	XXX	
State		XXX

*There are exceptions in both instances.

	Complete	Regional
U.S. Depository Since	1907	1964
State Depository Since	1948	

Exceptions or general policy to above:

All microforms circulate if they can easily be replaced in the event of loss. All other exceptions to above policies are based on the circumstances of the individual requests and the justification for need of the piece.

DISSERTATIONS:
Will lend: Titles predating 1954 when available
Will not lend: Titles dating post 1954.
Loan period:
Renewal: Yes ____ No ____
Reproducation policy:
Copies available for purchase from:
Library:
Other: University Microfilms

THESES: (Masters' theses)
Will lend: yes
Will not lend: Minimal number restricted
Loan period: four weeks (three in summer)
Renewable: yes, in general
Reproduction policy: Yes, with author's permission.

PHOTODUPLICATION SERVICE: (SEE ATTACHED.)
Charge per exposure:
Minimum/handling fee:
Charge for cost estimate:
Billing policy if different from above:

MICROFILMING SERVICE:
Service available:
Charge per frame:
Minimum charge:

TWX SERVICE (if available):
Will you accept loan requests? Yes XX No__
Will you accept photocopy requests? Yes XX No__
Will you reply? Yes X* No__
*Prefer not to due to volume.

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No XX
Invoiced separately with photocopies? Yes XX No__
Invoiced later:
Payment in advance:
Other:

POSTAGE:
Charge: Yes XX*No__
Reimburse? Yes X* No__
Reciprocal agreement? Yes XX No__
*No charge where agreements exist.

DATES SERVICE SUSPENDED:
Approximately December 15 through January 3

MAJOR NONCIRCULATING COLLECTIONS:
Archives and Manuscripts; Warren L. Jones Lincoln Collection; Louisiana and Rare Book Room; Troy H. Middleton Collection of Memorabilia; E.A. McIlhenny Natural History.

SPECIAL CONDITIONS OR RESTRICTIONS:
Special conditions or restrictions may be placed on materials loaned at the discretion of the Library. (e.g. book restricted to use in Library only due to value, fragile condition; restricted loan period due to heavy usage by Library's patrons, etc.)

JPK
9/1/76

~~LeDoux Library~~, LSUE LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

LeDoux Library
Louisiana State Univ. at Eunice
Eunice, La. 70535

TELEPHONE: 318-457-7311 Ext 63

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: 6K

LENDING BRANCHES:

None

ADDRESS: PHOTODUPLICATIONS

Same

BOOKS:
Will lend ✓
Will not lend
Length of loan [redacted]
Renewable 2 weeks

PERIODICALS:

	Will Lend	Will Not Lend
Bound		✓
Unbound		✓

Loan period N/A
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		✓
Film		✓
Fiche		✓
Print		✓

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	✓	
State	✓	

	Complete	Regional
U.S. Depository Since 1960		
State Depository Since 1966		

Exceptions or general policy to above:

Library use only

DISSERTATIONS:
Will lend N/A
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) N/A
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee None
Charge for cost estimate None
Billing policy if different from above:

MICROFILMING SERVICE:
Service available NOT AVAILABLE
Charge per frame
Minimum charge

TWX SERVICE (if available): NOT AVAILABLE
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No ✓
Invoiced separately with photocopies? Yes ✓ No__
Invoiced later No
Payment in advance No
Other

POSTAGE:
Charge: Yes ✓ No__
Reimburse? Yes ✓ No__
Reciprocal agreement? Yes__ No ✓
Charge only for postage & insurance.

DATES SERVICE SUSPENDED:
Christmas & Thanksgiving holidays

MAJOR NONCIRCULATING COLLECTIONS:
None

SPECIAL CONDITIONS OR RESTRICTIONS:
Louisiana collection loaned for in Library use only. A few rare items not loaned through the mails.

JPK
4/1/76

La. State Univ.-Shreveport Library

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
REFERENCE DEPT.
LIBRARY, LSU IN SHREVEPORT
8515 YOUREE DRIVE
SHREVEPORT, LOUISIANA 71105

TELEPHONE: 318-865-7121
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: *N
ADDRESS: PHOTODUPLICATIONS
[SAME]

LENDING BRANCHES:

BOOKS:
Will lend: YES
Will not lend:
Length of loan: 3 WEEKS
Renewable: YES

PERIODICALS:

	Will Lend	Will Not Lend
Bound		✓
Unbound		✓

Loan period:
Will renew: Yes ___ No ___
Will lend if article exceeds ___ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		✓
Film		✓
Fiche		✓
Print		✓

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	✓	
State	✓	

	Complete	Regional
U.S. Depository Since		
* State Depository Since: MAY 1975		

Exceptions or general policy to above:
U.S. DEPOSITORY - SELECT - SINCE 1969
* STATE " - SELECT - " MAY 1965

DISSERTATIONS:
Will lend: YES
Will not lend:
Loan period: 3 WEEKS
Renewal: Yes ✓ No
Reproduction policy: NONE
Copies available for purchase from:
Library:
Other:

THESES: (Masters' theses)
Will lend: YES
Will not lend:
Loan period: 3 WEEKS
Renewable: YES
Reproduction policy: NONE

PHOTODUPLICATION SERVICE:
Charge per exposure: 10¢
Minimum/handling fee: NONE
Charge for cost estimate: NONE
Billing policy if different from above:

MICROFILMING SERVICE:
Service available: YES NO
Charge per frame:
Minimum charge:

TWX SERVICE (if available):
Will you accept loan requests? Yes ___ No ___
Will you accept photocopy requests? Yes ___ No ___
Will you reply? Yes ___ No ___

BILLING POLICIES:
Invoiced in I.L.L. form: Yes ___ No ___
Invoiced separately with photocopies? Yes ✓ No ___
Invoiced later:
Payment in advance: No
Other:

POSTAGE:
Charge: Yes ✓ No ___
Reimburse? Yes ✓ No ___
Reciprocal agreement? Yes ✓ No ___

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
NORTHWEST LA. COLLECTION
ARCHIVAL COLLECTION

SPECIAL CONDITIONS OR RESTRICTIONS:
NONE

JPK
9/1/76

received on 9/15/76

Louisiana Tech University
Prescott Memorail Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Interlibrary Loan Department

Prescott Library

Louisiana Tech University
Ruston, Louisiana 71270

LENDING BRANCHES:
-

TELEPHONE: (318) 257-2577

NUC CODE: L Ru L

TWX CODE: LRUL RSTN LA

TWX NO.: 510-974-4373

LNR CODE: $P

ADDRESS: PHOTODUPLICATIONS

same as interlibrary loan

BOOKS:
Will lend yes
Will not lend -
Length of loan 2 weeks from receipt
Renewable possible, upon application

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period -
Will renew: Yes ____ No ____
Will lend if article exceeds - pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	X	
Film	X	
Fiche	X	
Print	X	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X (see below)	
State	X	

	Complete	Regional
U.S. Depository Since	1964	1964
State Depository Since	1955	

~~Exceptions~~ to general policy to above:

Will lend where permitted by law

DISSERTATIONS:
Will lend shelf copy only
Will not lend
Loan period 2 weeks from receipt
Renewal: Yes possible No
Reproducation policy University Microfilms
Copies available for purchase from:
Library
Other University Microfilms

THESES: (Masters' theses)
Will lend shelf copy only
Will not lend -
Loan period 2 weeks from receipt
Renewable possible, upon application
Reproduction policy permitted where authorization from author exists

PHOTODUPLICATION SERVICE:
Charge per exposure $.10
Minimum/handling fee $1.00
Charge for cost estimate $1.00
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No
Charge per frame -
Minimum charge -

TWX SERVICE (if available):
Will you accept loan requests? Yes X No
Will you accept photocopy requests? Yes X No
Will you reply? Yes X No
If not sending

BILLING POLICIES:
Invoiced in I.L.L. form: Yes X No
Invoiced ~~separately~~ with photocopies? Yes X No
Invoiced later -
Payment in advance -
Other

POSTAGE:
Charge: Yes X No
Reimburse? Yes X No
Reciprocal agreement? Yes No X

DATES SERVICE SUSPENDED:
On Saturdays in Summer Quarter
Between Christmas and New Year
Vacation period for ILL Librarian

MAJOR NONCIRCULATING COLLECTIONS:
Archives
Documents as required by law

SPECIAL CONDITIONS OR RESTRICTIONS:
Any materials under heavy local use will be non-circulating until current needs are met.

JPK
9/1/76

Loyola University LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Interlibrary Loan
Loyola University Library
New Orleans, La. 70118

LENDING BRANCHES:

TELEPHONE: 504-865-3346

NUC CODE: LNL

TWX CODE:

TWX NO.:

LNR CODE: ZS

ADDRESS: PHOTODUPLICATIONS

Same as ILL

BOOKS:

Will lend yes
Will not lend
Length of loan 4 weeks
Renewable once

PERIODICALS:

	Will Lend	Will Not Lend
Bound		x
Unbound		x

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	x	
Film	x	
Fiche	x	
Print	x	

Will lend any microform which is easily replaceable

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	x	
State	x	

	Complete	Regional
U.S. Depository Since		1942
State Depository Since	date unknown	

Exceptions or general policy to above:

DISSERTATIONS:

Will lend yes
Will not lend
Loan period 4 weeks
Renewal: Yes once No
Reproduction policy no limitations
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)

Will lend yes
Will not lend
Loan period 4 weeks
Renewable once
Reproduction policy no limitations

PHOTODUPLICATION SERVICE:

Charge per exposure 10
Minimum/handling fee $1.00
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:

Service available no
Charge per frame
Minimum charge

TWX SERVICE (if available):

Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:

Invoiced in I.L.L. form: Yes x No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:

Charge: Yes__ No x
Reimburse? Yes__ No x
Reciprocal agreement? Yes__ No x

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

Spanish and French colonial archival documents on microfilm

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

McNeese State University
Lether E. Frazar Memorial Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Lether E. Frazar Memorial Library
McNeese State University
Lake Charles, LA 70601

TELEPHONE: (318) 477-2520 (Ext. 270)
NUC CODE: LLcM
TWX CODE: N/A
TWX NO.: N/A
LNR CODE: @F

LENDING BRANCHES:
None

ADDRESS: PHOTODUPLICATIONS
Lether E. Frazar Memorial Library
McNeese State University
Lake Charles, LA 70601

BOOKS:
Will lend Yes
Will not lend Special collections/Reference
Length of loan 2 wks.
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		x
Unbound		x

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	x	
Film	x	
Fiche		x
Print		x

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	*x	
State	x	

	Complete	Not Regional
U.S. Depository (partial) Since July, 1941		x
State Depository Since December, 1948		x

Exceptions or general policy to above:
* Follow policy from Supt. of Documents.
Will lend to Regional Depositories.

DISSERTATIONS:
Will lend microfilm copy only
Will not lend
Loan period 2 wks.
Renewal: Yes x No
Reproducation policy Author's permission obtained by borrower
Copies available for purchase from:
Library
Other University Microfilm

THESES: (Masters' theses)
Will lend microfilm copy only
Will not lend
Loan period 2 wks.
Renewable yes
Reproduction policy Author's permission obtained by borrower

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee $1.00
Charge for cost estimate None
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No
Charge per frame
Minimum charge

TWX SERVICE (if available): N/A
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes x No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No x
Reimburse? Yes__ No x
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:
School Holidays (Thanksgiving, Christmas, Mardi Gras, Easter)

MAJOR NONCIRCULATING COLLECTIONS:
1. McNeese Room collection of first editions of Southern writers of the 20th century
2. Books with fore-edge paintings

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Northeast Louisiana University
NLU Sandel LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Sandel Library
Northeast Louisiana University
Monroe, Louisiana 71201

TELEPHONE: 318.342.2194
NUC CODE: LMN
TWX CODE: LMN MRO LA
TWX NO.: 510-977-5373
LNR CODE: $0

LENDING BRANCHES:
None

ADDRESS: PHOTODUPLICATIONS
Sandel Library
Northeast Louisiana University
Monroe, Louisiana 71201

BOOKS:
Will lend Yes
Will not lend
Length of loan 4 wks. fall & spring semesters; 2 wks. summer.
Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds 50 pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		X
Fiche		X
Print		X

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since		1964
State Depository Since	1967	

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend X
Loan period
Renewal: Yes No
Reproducation policy None
Copies available for purchase from:
Library
Other Xerox University Microfilm

THESES: (Masters' theses)
Will lend Yes, if we have 2 copies
Will not lend
Loan period 4 weeks
Renewable Yes
Reproduction policy None

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes X No
Will you accept photocopy requests? Yes X No
Will you reply? Yes X No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes X No
Invoiced separately with photocopies? Yes X No
Invoiced later No
Payment in advance No
Other

POSTAGE:
Charge: Yes No X
Reimburse? Yes X No
Reciprocal agreement? Yes X No

DATES SERVICE SUSPENDED:
Dec. 20 to Jan. 3

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Northwestern St. Univ. LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Watson Library
Northwestern State University
Natchitoches, Louisiana 71457

LENDING BRANCHES:

TELEPHONE: 318-357-4575
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: +L
ADDRESS: PHOTODUPLICATIONS
Interlibrary Loan
Watson Library NSU

BOOKS:
Will lend Yes
Will not lend
Length of loan 3 weeks use
Renewable Yes, usually

PERIODICALS:

	Will Lend	Will Not Lend
Bound		x
Unbound		x

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		x
Film		x
Fiche		x
Print		x

GOVERNMENT PUBLICATIONS.

	Will Lend	Will Not Lend
U.S.		x
State		x

	Complete	Regional
U.S. Depository Since	1887	
State Depository Since	1948	

Exceptions or general policy to above:
Yes, for exceptional reasons

DISSERTATIONS:
Will lend x
Will not lend
Loan period 3 weeks
Renewal: Yes If not needed by our library No
Reproducation policy Do no reproductions
Copies available for purchase from:
Library no
Other University microfilm

THESES: (Masters' theses)
Will lend x
Will not lend
Loan period 3 weeks
Renewable If not needed by our library
Reproduction policy With consent of writer

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee None
Charge for cost estimate None
Billing policy if different from above:
Invoice sent with material

MICROFILMING SERVICE:
Service available Yes
Charge per frame 10¢
Minimum charge None

TWX SERVICE (if available): Not owned
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes x No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later No
Payment in advance No
Other

POSTAGE:
Charge: Yes x No__
Reimburse? Yes x No__
Reciprocal agreement? Yes__ No xx

DATES SERVICE SUSPENDED:
December 15 to January 3

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

New Orleans Baptist Theological Seminary LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Library New Orleans Baptist Seminary
4110 Seminary Pl.
New Orleans, La. 70126

TELEPHONE: 504-282-4455
NUC CODE: LNB
TWX CODE:
TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend ✓
Will not lend
Length of loan 3 weeks
Renewable ✓

PERIODICALS:

	Will Lend	Will Not Lend
Bound		✓
Unbound		✓

Loan period
Will renew: Yes No
Will lend if article exceeds pages
will send three copies 10¢/page

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	✓	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend ✓
Will not lend
Loan period 3 weeks
Renewal: Yes ✓ No
Reproduction policy Limited pages
Copies available for purchase from:
Library
Other Microfilm - Microcard Corporation
S.E.C. 127 Ninth Ave. North
Nashville, Tenn 37234

THESES: (Masters' theses)
Will lend ✓
Will not lend
Loan period 3 weeks
Renewable ✓
Reproduction policy Limited pages

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:
Xerox copies

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes ✓ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No ✓
Reimburse? Yes__ No ✓
Reciprocal agreement? Yes ✓ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Robert E. Lee Reading Room Collection
Rare Books

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Leonidas Polk
Nicholls State University LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Library
Nicholls State University
Thibodaux, La. 70301

TELEPHONE: 504-446-8111, X404
NUC CODE: LTF
TWX CODE: N/A
TWX NO.:
LNR CODE: &L
ADDRESS: PHOTODUPLICATIONS
Same

LENDING BRANCHES:
None

BOOKS:
Will lend: Yes
Will not lend:
Length of loan: 30 days
Renewable: Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period:
Will renew: Yes ____ No ____
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	X	
Film	X	
Fiche	X	
Print	X	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since	1964	Selective
State Depository Since	1964	Complete

Exceptions or general policy to above:

DISSERTATIONS:
Will lend: N/A
Will not lend:
Loan period:
Renewal: Yes ____ No ____
Reproduction policy:
Copies available for purchase from:
Library:
Other:

THESES: (Masters' theses)
Will lend: Yes
Will not lend:
Loan period:
Renewable:
Reproduction policy:

PHOTODUPLICATION SERVICE:
Charge per exposure: .10
Minimum/handling fee: N/A
Charge for cost estimate:
Billing policy if different from above:
Post and insurance

MICROFILMING SERVICE:
Service available: X
Charge per frame: .10 per foot pos, only
Minimum charge: $5.00

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes X No__
Invoiced separately with photocopies? Yes X No__
Invoiced later:
Payment in advance:
Other:

POSTAGE:
Charge: Yes X No__
Reimburse? Yes X No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Reference
Archival
Reserve materials

SPECIAL CONDITIONS OR RESTRICTIONS:
Reimbursement of list
(Price plus service charge)

Will accept telephone request provided written request guaranteed.
David S. Hoover 9-15-76

JPK
9/1/76

Our Lady of Holy Cross College LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
4123 Woodland Drive
New Orleans, Louisiana 70114

TELEPHONE: 504-394-7744
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: ZL
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

BOOKS:
Will lend X
Will not lend
Length of loan 2 weeks
Renewable 2 weeks

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		X
Fiche		X
Print		X

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend X
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend X
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure $ 0.10
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other Billed thru SEALINC

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes X No__

DATES SERVICE SUSPENDED:

MAJOR NON-CIRCULATING COLLECTIONS:
Library of American Civilization (Microfiche)
English Literature "
Humanities "
Government Publications "

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Mrs. Kleiner,
We have no interlibrary loans.
Thank you for your interest.
Georgette B. Hall
Librarian

St. Bernard Parish Community College LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

TELEPHONE: _____

NUC CODE: _____

TWX CODE: _____

TWX NO.: _____

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend _____
Will not lend _____
Length of loan _____
Renewable _____

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound		

Loan period _____
Will renew: Yes _____ No _____
Will lend if article exceeds _____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend _____
Will not lend _____
Loan period _____
Renewal: Yes _____ No _____
Reproduction policy _____
Copies available for purchase from:
Library _____
Other _____

THESES: (Masters' theses)
Will lend _____
Will not lend _____
Loan period _____
Renewable _____
Reproduction policy _____

PHOTODUPLICATION SERVICE:
Charge per exposure _____
Minimum/handling fee _____
Charge for cost estimate _____
Billing policy if different from above:

MICROFILMING SERVICE:
Service available _____
Charge per frame _____
Minimum charge _____

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later _____
Payment in advance _____
Other _____

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

St. Joseph Seminary College Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

St. Joseph Seminary Library

c/o Joseph M. Babin

St. Benedict LA 70457

TELEPHONE: (504) 892-1800

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

v none

ADDRESS: PHOTODUPLICATIONS

Same as interlibrary loan

BOOKS:
Will lend x
Will not lend
Length of loan 2 weeks
Renewable yes - 1 time

PERIODICALS:

	Will Lend	Will Not Lend
Bound		x
Unbound		x
Loan period		x
Will renew: Yes	No	x

Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	x	
Fiche		
Print		

GOVERNMENT PUBLICATIONS: if we own

	Will Lend	Will Not Lend
U.S.	x	
State	x	

not a depository Complete Regional

U.S. Depository
Since
State Depository
Since

Exceptions or general policy to above:

DISSERTATIONS: NA
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) NA
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure $0.15
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE: NA
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes x No__
Invoiced separately with photocopies? Yes__ No x
Invoiced later x bill sent with materials
Payment in advance
Other

POSTAGE:
Charge: Yes__ No x
Reimburse? Yes x No__
Reciprocal agreement? Yes__ No x

DATES SERVICE SUSPENDED:
During the month of July; last two weeks of December and first two weeks of January.

MAJOR NONCIRCULATING COLLECTIONS:
Reference
Louisiana collection
Rare book collection

SPECIAL CONDITIONS OR RESTRICTIONS:
Anyone can use our materials in the library when the head librarian is on duty - Mon.-Fri. 8:00 - 5:00.

JPK
9/1/76

St. Mary's Dominican College

The John XXIII Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

550 Pine St.

New Orleans, La. 70118

TELEPHONE: 865-7761 Ext 234

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: ZO

ADDRESS: PHOTODUPLICATIONS

550 Pine St.

New Orleans, La. 70118

LENDING BRANCHES:

BOOKS:
Will lend Most books (Periodicals)
Will not lend Reference, Special Collection
Length of loan 2-3 wks
Renewable 1 time, if not needed

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		X
Fiche		X
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State	X	

	Complete	Regional
U.S. Depository		
Since		
State Depository		
Since		X

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes X No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes X No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Southeastern Louisiana University

S.L.U. LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Linus A Sims Memorial Library
P.O. Drawer 896 SLU
Hammond, La. 70401

TELEPHONE: (504) 345-2234
NUC CODE: N/A
TWX CODE: N/A
TWX NO.: N/A
LNR CODE: >P
ADDRESS: PHOTODUPLICATIONS
Same

LENDING BRANCHES:

BOOKS:
Will lend ✓
Will not lend
Length of loan 4 weeks
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		✓*
Unbound		✓*

Loan period
Will renew: Yes No
Will lend if article exceeds pages
*exceptions can be made

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	✓	
Film	✓	
Fiche	✓	
Print	✓	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	✓	
State	✓	

	Complete	Regional
U.S. Depository Since		1965
State Depository Since		>

Exceptions or general policy to above:

DISSERTATIONS:
Will lend N/A
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend ✓
Will not lend
Loan period one week
Renewable yes
Reproduction policy with author's permission

PHOTODUPLICATION SERVICE:
Charge per exposure $.10
Minimum/handling fee $.50
Charge for cost estimate No
Billing policy if different from above:

MICROFILMING SERVICE:
Service available yes
Charge per frame undetermined
Minimum charge "

TWX SERVICE (if available): N/A
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes ✓ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes ✓ No__
Reimburse? Yes ✓ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED: N/A

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Southern Univ. Library Baton Rouge LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Southern University Library
Southern Branch Post Office
Baton Rouge, LA 70813

TELEPHONE: (504) 771-4990
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: XO
ADDRESS: PHOTODUPLICATIONS

LENDING BRANCHES:

BOOKS:
Will lend
Will not lend
Length of loan 2 wks. from date of receipt
Renewable 2 wks.

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	X	
Film	X	
Fiche	X	
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Partial
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
*Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend ✓
* Will not lend Those in great demand
Loan period 3 weeks from date of
Renewable 3 weeks receipt
Reproduction policy

*May be used in S.U. Library

PHOTODUPLICATION SERVICE:
Charge per exposure Xerox copy $0.25 p/copy
Minimum/handling fee
Charge for cost estimate Max. $1.00
Billing policy if different from above:
Bill will be sent with the photo - duplication. Payable upon receipt

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes X No
Invoiced separately with photocopies? Yes X No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes X No
Reimburse? Yes X No
Reciprocal agreement? Yes ✓ No

DATES SERVICE SUSPENDED:
December 15 - January 3
May 18 - June 3
August 1 - September 1

MAJOR NONCIRCULATING COLLECTIONS:
Archival
Black Heritage
Recordings

SPECIAL CONDITIONS OR RESTRICTIONS:
Interlibrary loans are to be made through the Interlibrary Loan Librarian only.

Signed: Olga D. Hayward
Social Sciences and Interlibrary Loan Librarian

Southern University In New Orleans LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Southern University In New Orleans Library
Reference Department
6400 Press Drive
New Orleans, Louisiana 70126
LENDING BRANCHES:

TELEPHONE: 282-4401 Ext. 224
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: ZP
ADDRESS: PHOTODUPLICATIONS
(Same as above)

BOOKS:
Will lend X
Will not lend
Length of loan 3 weeks
Renewable Yes (3 weeks)

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		X
Fiche		X
Print		X

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since 1976		(partial)
State Depository Since 1976	X	

Exceptions or general policy to above:

DISSERTATIONS:
Will lend (Not Applicable)
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend (Not Applicable)
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure x
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available none available
Charge per frame
Minimum charge

TWX SERVICE (if available): none available
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes X No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No
Reimburse? Yes No
Reciprocal agreement? Yes X No

DATES SERVICE SUSPENDED:
Mailing December 12 - Jan. 10th
Interlibrary Loan Network (SEMLN) Dec. 15th-Jan. 10the
May 20th-June 10th: July 31st - Aug 30th

MAJOR NONCIRCULATING COLLECTIONS:
Reference
Reserve
Microforms
Periodicals

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Southern University-Shreveport LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Southern University Library
3050 Cooper Road
Shreveport, Louisiana 71107

TELEPHONE: 424-6552 ext. 238 or 284

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend X
Will not lend reference books
Length of loan two (2) weeks
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No X
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		X
Fiche		X
Print		X

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		X
State		X

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend N.A.
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend N.A.
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10 cents
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available yes
Charge per frame 10 cents
Minimum charge 5 cents

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later X
Payment in advance
Other

POSTAGE:
Charge: Yes__ No X
Reimburse? Yes__ No X
Reciprocal agreement? Yes X No__

DATES SERVICE SUSPENDED:
Legal Holidays

MAJOR NONCIRCULATING COLLECTIONS:
N.A.

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

~~HOWARD-TILTON MEMORIAL~~ Tulane University LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Howard-Tilton Memorial Library
Tulane University
Audubon Place at Freret Street
New Orleans, Louisiana 70118

TELEPHONE: (504) 865-6620

NUC CODE: LNT

TWX CODE: TULANEUNIV NLN

TWX NO.: 810-951-5399

LNR CODE: ZU

ADDRESS: PHOTODUPLICATIONS

SAME AS INTERLIBRARY LOAN

LENDING BRANCHES:

LNT includes: Maxwell Music Library
Architecture Library
Meade Natural History Library

Independent Libraries: Math Library
Delta Regional Primate Center
Law Library
Norman Mayer Library (business)
Rudolph Matas Medical Library

BOOKS:

Will lend XX
Will not lend Rare, Genealogy, Documents
Length of loan 2 weeks from receipt
Renewable once for 2 weeks

PERIODICALS:

	Will Lend	Will Not Lend
Bound	rarely	XX
Unbound	rarely	XX

Loan period 1 week from receipt
Will renew: Yes ____ No XX
Will lend if article exceeds 20 pages or has illustrations or plates.

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	XX	see
Film	XX	exceptions
Fiche	XX	below
Print	XX	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		XX
State		XX

	Complete	Regional
U.S. Depository Since		1942 (Older materials from Howard-Tilton)
State Depository Since		1940

Exceptions or general policy to above:
State documents are in La. Coll. and do not circulate. U. S. Docs can be loaned if not owned at other depositories in La.

DISSERTATIONS:

Will lend Pre-1936 if second copy
Will not lend 1936+, archival copy of older
Loan period 2 weeks from receipt
Renewal: Yes once No
Reproduction policy Written permission from author
Copies available for purchase from:
Library NO
Other University Microfilms 1936+

THESES: (Masters' theses)

Will lend if second copy available
Will not lend archival copy
Loan period 2 weeks from receipt
Renewable once for 2 weeks
Reproduction policy only with written permission of the author

PHOTODUPLICATION SERVICE:

Charge per exposure $0.10
Minimum/handling fee $1.25
Charge for cost estimate no
Billing policy if different from above:

MICROFILMING SERVICE:

Service available SEE ATTACHED LIST
Charge per frame
Minimum charge

TWX SERVICE (if available):

Will you accept loan requests? Yes X No
Will you accept photocopy requests? Yes X No
Will you reply? if requested Yes X No

BILLING POLICIES:

Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes X No
Invoiced later
Payment in advance
Other

POSTAGE:

Charge: special handling only Yes No X
Reimburse? if requested only Yes No X
Reciprocal agreement? Yes X No

DATES SERVICE SUSPENDED:

December 15 - January 5

MAJOR NONCIRCULATING COLLECTIONS:

Government Documents, Rare Books, Louisiana Collection, Manuscript Collection, Yoshr Collection, Greater New Orleans Microfilm Cooperative, Louisiana Historical Assn. Coll., William Ransom Hogan Jazz Archive Coll., New Orleans Academy of Science Coll., Latin American Library Film Collection.

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

University of New Orleans LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Interlibrary Loan Division
Earl K. Long Library
University of New Orleans
Lake Front
New Orleans, Louisiana 70122

TELEPHONE: (504) 288-3161 x353

NUC CODE: LNU

TWX CODE: ---

TWX NO.: ----

LNR CODE: ZT

ADDRESS: PHOTODUPLICATIONS

Interlibrary Loan Division
Earl K. Long Library
University of New Orleans
Lake Front
New Orleans, Louisiana 70122

LENDING BRANCHES:

none

BOOKS:
- Will lend X
- Will not lend
- Length of loan 4 weeks
- Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

- Loan period
- Will renew: Yes No
- Will lend if article exceeds 50 pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	X	
Film	X	
Fiche	X	
Print	X	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since	1964	
State Depository Since	1962	

Exceptions or general policy to above:

2 weeks use on documents and microform

DISSERTATIONS:
- Will lend
- Will not lend X
- Loan period
- Renewal: Yes No
- Reproducation policy
- Copies available for purchase from:
  - Library
  - Other University Microfilms

THESES: (Masters' theses)
- Will lend X
- Will not lend
- Loan period 4 weeks
- Renewable Yes
- Reproduction policy patron must obtain permission from author

PHOTODUPLICATION SERVICE:
- Charge per exposure .10
- Minimum/handling fee $1.00 min.
- Charge for cost estimate none
- Billing policy if different from above: invoiced with material

MICROFILMING SERVICE:
- Service available X
- Charge per frame .04
- Minimum charge $2.00

TWX SERVICE (if available):
- Will you accept loan requests? Yes__ No__
- Will you accept photocopy requests? Yes__ No__
- Will you reply? Yes__ No__

BILLING POLICIES:
- Invoiced in I.L.L. form: Yes__ No__
- Invoiced separately with photocopies? Yes X No__
- Invoiced later
- Payment in advance
- Other

POSTAGE:
- Charge: Yes X No__
- Reimburse? Yes X No__
- Reciprocal agreement? Yes X No__

DATES SERVICE SUSPENDED:
December 15-January 5

MAJOR NONCIRCULATING COLLECTIONS:
Crabites

SPECIAL CONDITIONS OR RESTRICTIONS:

Books in Louisiana Collection circulate for two weeks.

JPK
9/1/76

~~Dupre~~ LIBRARY

University of Southwestern Louisiana

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Interlibrary Loan Dept.

Dupre Library

University of Southwestern Louisiana
P. O. Box 4-0199 Lafayette, La. 70504

LENDING BRANCHES:

TELEPHONE: (318) 233-3850

NUC CODE: LLaFS

TWX CODE: LLAFS LAF LA

TWX NO.: 510-975-5074

LNR CODE: &M

ADDRESS: PHOTODUPLICATIONS

Same

BOOKS:

Will lend yes
Will not lend
Length of loan one month
Renewable usually yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound	depending on circumstances	
Unbound	no	
Loan period	one week	
Will renew: Yes		No x

Will lend if article exceeds 50 pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	x	
Film	x	
Fiche	x	
Print	x	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	x	
State	x	

	Complete	~~Regional~~ Select
U.S. Depository Since		x 1938
State Depository Since	x 1950	

Exceptions or general policy to above:

DISSERTATIONS:

Will lend before 1975
Will not lend after 1975
Loan period one month
Renewal: Yes No x
Reproduction policy no copying by borrower
Copies available for purchase from:
Library
Other
MiAaUM since 1975

THESES: (Masters' theses)

Will lend yes
Will not lend
Loan period one month
Renewable no
Reproduction policy no copying by borrowing library

PHOTODUPLICATION SERVICE:

Charge per exposure 10¢
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:

Service available yes
Charge per frame --
Minimum charge $8.00 per roll

TWX SERVICE (if available):

Will you accept loan requests? Yes x No
Will you accept photocopy requests? Yes x No
Will you reply? Yes No x
Unless requested to.

BILLING POLICIES:

Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes x No
Invoiced later
Payment in advance
Other

POSTAGE:

Charge: Yes No x
Reimburse? Yes x No
Reciprocal agreement? Yes No

DATES SERVICE SUSPENDED:

December 23-January 2

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Xavier University LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Interlibrary Loan

Xavier University Library

7325 Palmetto Steeet
New Orleans, La. 70125

LENDING BRANCHES:

Pharmacy Library

(same address)

TELEPHONE: 486-7411 Ext 317

NUC CODE: LNX

TWX CODE:

TWX NO.:

LNR CODE: ZR

ADDRESS: PHOTODUPLICATIONS

Xavier University Library

7325 Palmetto Street

New Orleans, LA. 70125

BOOKS:
- Will lend x
- Will not lend
- Length of loan 3 weeks
- Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		x
Unbound		x

- Loan period
- Will renew: Yes ____ No ____
- Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		no
State Depository Since		no

Exceptions or general policy to above:

DISSERTATIONS:
- Will lend N/A
- Will not lend
- Loan period
- Renewal: Yes ____ No ____
- Reproducation policy
- Copies available for purchase from:
  - Library
  - Other

THESES: (Masters' theses)
- Will lend (only if own a duplicate copy)
- Will not lend
- Loan period 3 weeks
- Renewable yes, 2 weeks
- Reproduction policy .10 copy

PHOTODUPLICATION SERVICE:
- Charge per exposur .10¢
- Minimum/handling fee $1.00
- Charge for cost estimate none
- Billing policy if different from above:

MICROFILMING SERVICE: no
- Service available
- Charge per frame
- Minimum charge

TWX SERVICE (if available): no
- Will you accept loan requests? Yes__ No__
- Will you accept photocopy requests? Yes__ No__
- Will you reply? Yes__ No__

BILLING POLICIES:
- Invoiced in I.L.L. form: Yes x No__
- Invoiced separately with photocopies? Yes__ No__
- Invoiced later
- Payment in advance
- Other

POSTAGE:
- Charge: Yes__ No x
- Reimburse? Yes__ No__
- Reciprocal agreement? Yes x No__

DATES SERVICE SUSPENDED:
Year round service

MAJOR NONCIRCULATING COLLECTIONS:
Rare Bks., Out of print, Black Coll. Bks.; Periodicals, Refference Bks. Special Collection

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

SPECIAL LIBRARIES

Amistad Research Center LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Dillard University

New Orleans, La. 70122

TELEPHONE: (504) 944-0239

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend Yes
Will not lend
Length of loan 2 weeks
Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	X	
Fiche	X	
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend X
Will not lend
Loan period 2 weeks
Renewal: Yes X No
Reproducation policy Will copy pages specified
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend X
Will not lend
Loan period Two weeks
Renewable Yes
Reproduction policy Will copy pages specified

PHOTODUPLICATION SERVICE:
Charge per exposure Ten cents
Minimum/handling fee 1.00
Charge for cost estimate None
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No.
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No X
Reimburse? Yes X No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
The Center is primarily a manuscripts library and none of manuscript collections circulate, and books and periodicals are non circulating except for interlibrary loan for use only in the borrowing library.

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

BARKSDALE AFBASE LIBRARY LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

20 C/ESL

Barksdale AFB, La 71110

LENDING BRANCHES:

TELEPHONE: 456-4101

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend [illegible]S
Will not lend
Length of loan 2 weeks
Renewable 2 weeks

PERIODICALS:

	Will Lend	X Will Not Lend
Bound		
Unbound		

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	X Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	X Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend DO NOT HAVE
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) DO NOT HAVE
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes X No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
REFERENCE
AIR WAR COLLEGE

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Bureau of Governmental Research LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
1308 Richards Building
TELEPHONE: New Orleans, La. 70112 525-4152

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
- Will lend
- Will not lend
- Length of loan
- Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound		

- Loan period
- Will renew: Yes No
- Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
- Will lend
- Will not lend
- Loan period
- Renewal: Yes No
- Reproducation policy
- Copies available for purchase from:
  - Library
  - Other

THESES: (Masters' theses)
- Will lend
- Will not lend
- Loan period
- Renewable
- Reproduction policy

PHOTODUPLICATION SERVICE:
- Charge per exposure
- Minimum/handling fee
- Charge for cost estimate
- Billing policy if different from above:

MICROFILMING SERVICE:
- Service available
- Charge per frame
- Minimum charge

TWX SERVICE (if available):
- Will you accept loan requests? Yes__ No__
- Will you accept photocopy requests? Yes__ No__
- Will you reply? Yes__ No__

BILLING POLICIES:
- Invoiced in I.L.L. form: Yes__ No__
- Invoiced separately with photocopies? Yes__ No__
- Invoiced later
- Payment in advance
- Other

POSTAGE:
- Charge: Yes__ No__
- Reimburse? Yes__ No__
- Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

See attached letter.

JPK
9/1/76

BUREAU of GOVERNMENTAL RESEARCH

established 1932

"...a non-profit, non-political, independent fact-finding organization of citizens dedicated to the improvement of the several governments operating in the Greater New Orleans Metropolitan Area..."

1308 RICHARDS BUILDING • NEW ORLEANS, LOUISIANA 70112 • AREA CODE 504 525-4152

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EXECUTIVE DIRECTOR
John Brewer

January 31, 1977

Ms. Janice Ducote
Interlibrary Loan Librarian
Louisiana State Library
Baton Rouge, Louisiana 70803

Dear Ms. Ducote:

We are a non-system member special library. Generally our publications are gathered to meet our own research needs and concentrate in local and state public administration. Our library is available to our members who sometimes use it--most often in the library rather than borrowing publications.

Since we do have a good public administration library it has been our policy to allow students to use the library--not borrow the material.

We will provide at cost for students or others photocopy material from the library but our photocopier will only handle single sheets so we usually request that anything in a bound volume be acquired or purchased elsewhere or used on our premises.

Sincerely,

John Brewer

JB:hra
Enclos.

Contributions are deductible on both Federal and Louisiana income tax returns.

William Carey College School of Nursing LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

William Carey College
School of Nursing Library
Southern Baptist Hospital
2700 Napoleon Ave.
New Orleans, La. 70115

LENDING BRANCHES:

TELEPHONE: 899-9311 Ext. 385

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS

Same as for interlibrary loan

BOOKS:
Will lend Yes
Will not lend
Length of loan 1 week
Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		XX
Unbound	X	

Loan period 1 week
Will renew: Yes XX No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

We will lend periodicals, if they are not in demand by our students, but we prefer to duplicate the article.

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee $1.00
Charge for cost estimate
Billing policy if different from above:
Payable in advance

MICROFILMING SERVICE:
Service available None
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Central Louisiana Electric Co. Inc. Technical
CLECO TECHNICAL LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Post Office Box 111
Alexandria, LA 71301

TELEPHONE: 445-8211 Ext 325
NUC CODE:
TWX CODE:
TWX NO.:

LENDING BRANCHES:
None

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend with some exceptions
Will not lend
Length of loan two weeks
Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound	some exceptions	

Loan period two weeks
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.) NONE

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		x
State		x

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:
No charge for students and one to two pages

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No x
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Charity Hospital School of Nursing LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
450 S. Claiborne Ave.
New Orleans, La. 70112

TELEPHONE: 524-1781 ext. 230
NUC CODE: N.A.
TWX CODE: N.A.
TWX NO.: N.A.
LNR CODE: ZJ
ADDRESS: PHOTODUPLICATIONS
Same as ILL

LENDING BRANCHES:
~~Not Applicable~~

BOOKS:
Will lend yes
Will not lend
Length of loan 1-4 weeks
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		x
Unbound		x

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	N. A.	
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State	N. A.	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend N. A.
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend N. A.
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure $ .10
Minimum/handling fee N.A.
Charge for cost estimate N.A.
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame N.A.
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes x No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ Noxx
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:
Louisiana State holidays

MAJOR NONCIRCULATING COLLECTIONS:
~~reference and reserve collection~~

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

F.A. Conway Memorial Hospital Medical LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

TELEPHONE: 318 387-9461 ex. 432

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

P.O. Box 1881

Monroe, Louisiana 71201

BOOKS:
- Will lend
- Will not lend X
- Length of loan
- Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

- Loan period
- Will renew: Yes No
- Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.) none

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		X
State		X

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: not applicable
- Will lend
- Will not lend
- Loan period
- Renewal: Yes No
- Reproducation policy
- Copies available for purchase from:
  - Library
  - Other

THESES: (Masters' theses) not applicable
- Will lend
- Will not lend
- Loan period
- Renewable
- Reproduction policy

PHOTODUPLICATION SERVICE:
- Charge per exposure .10¢ per page
- Minimum/handling fee plus postage
- Charge for cost estimate
- Billing policy if different from above:

MICROFILMING SERVICE:
- Service available none
- Charge per frame
- Minimum charge

TWX SERVICE (if available):
- Will you accept loan requests? Yes__ No__
- Will you accept photocopy requests? Yes__ No__
- Will you reply? Yes__ No__

BILLING POLICIES:
- Invoiced in I.L.L. form: Yes__ No__
- Invoiced separately with photocopies? Yes__ No__
- Invoiced later
- Payment in advance
- Other

POSTAGE:
- Charge: Yes__ No__
- Reimburse? Yes__ No__
- Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

medical journals

SPECIAL CONDITIONS OR RESTRICTIONS:

Our facility (Medical Library) is available to our residents, staff phys. and local consulting staff only.

JPK
9/1/76

Dow Chemical LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

TELEPHONE: 504-389-1626

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend
Will not lend X
Length of loan
Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound	X	
Unbound	X	
Loan period	X	
Will renew: Yes	X	No
Will lend if article exceeds	pages	

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		X
Fiche		X
Print		X

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		X
State		X

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend X
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend X
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE(if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:
This is a special library which doesn't participate in interlibrary loans except w/ its own libraries.

JPK
9/1/76

Earl K. Long Hospital LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Earl K. Long Hospital Library
5825 Airline Hwy.
Baton Rouge, La. 70805

TELEPHONE: 389-6651

NUC CODE:

TWX CODE:

TWX NO.: 5109933409

LENDING BRANCHES:

—

ADDRESS: PHOTODUPLICATIONS

same

BOOKS:
Will lend ✓
Will not lend
Length of loan 1 mth.
Renewable ✓

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

PERIODICALS:

	Will Lend	Will Not Lend
Bound		✓
Unbound		✓

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

MICROFORMS: (books, newspapers, etc.) none

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

TWX SERVICE (if available):
Will you accept loan requests? Yes ✓ No
Will you accept photocopy requests? Yes ✓ No
Will you reply? Yes ✓ No

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		✓
State		✓

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes No
Invoiced later ✓
Payment in advance
Other

POSTAGE:
Charge: Yes ✓ No
Reimburse? Yes No
Reciprocal agreement? Yes No

DATES SERVICE SUSPENDED:

DISSERTATIONS: none
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

MAJOR NONCIRCULATING COLLECTIONS:
Medical Dictionaries on Reserve

THESES: (Masters' theses) none
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

SPECIAL CONDITIONS OR RESTRICTIONS:
must be health sciences personnel (student or practicing)

JPK
9/1/76

ENGLAND AFB, LA LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

FL 4805

England AFB, LA 71301

TELEPHONE: 448-5621

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend ✓
Will not lend
Length of loan 14 days
Renewable ✓

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound		✓

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		✓
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

GPO items in pamphlet file

On site lending only

DISSERTATIONS:
Will lend N/A
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend N/A
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure N/A
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available N/A
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Ethyl Corporation LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Ethyl Corporation
Information and Library Services
P.O. Box 2246
Baton Rouge, LA 70821

LENDING BRANCHES:

None

TELEPHONE: 504-359-2182

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS

Same as above

BOOKS:

Will lend Yes
Will not lend
Length of loan 1 month
Renewable Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound	X	

Loan period 2 weeks
Will renew: Yes ____ No X
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.) none

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS: Have relatively few

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: Have only a few

Will lend yes
Will not lend
Loan period one month
Renewal: Yes X No
Reproduction policy Will not reproduce
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)

Will lend
Will not lend
Loan period
Renewable
Reproduction policy

to responsible persons

PHOTODUPLICATION SERVICE: Will do as a courtesy

Charge per exposure None
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE: none

Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):

Will you accept loan requests? Yes X No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:

Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:

Charge: Yes No X
Reimburse? Yes X No
Reciprocal agreement? Yes No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

Note: This is a company library and serves mainly company employees. We are happy to help anyone in the community and to lend whatever is not in use. All requests for loans and services will be considered on an individual basis.

JPK
9/1/76

Fort Polk Post Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Reference Librarian
Post Library
Fort Polk, LA 71459

TELEPHONE: 537-2527

NUC CODE: None

TWX CODE: None

TWX NO.: None

LENDING BRANCHES:

Hospital Library
North Fort Library

ADDRESS: PHOTODUPLICATIONS

Reference Librarian
Post Library
Fort Polk, LA 71459

BOOKS:
Will lend books in circulating collection.
Will not lend books in reference collection.
Length of loan 3 weeks
Renewable yes, if no other request.

PERIODICALS:

	Will Lend	Will Not Lend
Bound		No
Unbound		No

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card	Do not own.	
Film		No
Fiche	Do not own.	
Print	Yes	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	Do not have collection.	
State		

	Complete	Regional
U.S. Depository		
Since No.		
State Depository		
Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend No dissertations.
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend No dissertations.
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure None
Minimum/handling fee None
Charge for cost estimate N/A
Billing policy if different from above:
Photoduplications is free; however, we will duplicate only portions of any work.

MICROFILMING SERVICE:
Service available N/A
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES: No charges
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE: No charges.
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Reference collection.

SPECIAL CONDITIONS OR RESTRICTIONS:
None.

JPK
9/1/76

Health Science Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Health Science Library
Lafayette Clarity Hospital
Lafayette, La 70501

TELEPHONE: (318) 233-2525 Ext 255

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend ✓
Will not lend
Length of loan 2 weeks
Renewable 1 week (if not on hold for someone else)

PERIODICALS:

	Will Lend	Will Not Lend
Bound	✓	
Unbound	✓	

Loan period 2 weeks
Will renew: Yes ✓ No
Will lend if article exceeds 30 pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure No Charge
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No
Reimburse? Yes No
Reciprocal agreement? Yes ✓ No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

Items on core collection list and major reference material are not available for loan. Most current journal issues are non-circulating

SPECIAL CONDITIONS OR RESTRICTIONS:

Based on reciprocal lending policy with no charge for duplicating services

JPK
9/1/76

THE HISTORIC NEW ORLEANS COLLECTION LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
THE HISTORIC NEW ORLEANS COLLECTION-LIBRARY
533 ROYAL STREET
NEW ORLEANS, LOUISIANA 70130

TELEPHONE: (504) 524-1739
NUC CODE:
TWX CODE:
TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS
THE HISTORIC NEW ORLEANS COLLECTION-LIBRARY
533 ROYAL STREET
NEW ORLEANS, LOUISIANA 70130

BOOKS:
Will lend
Will not lend X
Length of loan
Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		X
Film		X
Fiche		X
Print		X

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		X
State		X

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend X
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend X
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 0.20
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available NO
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes X No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No
Reimburse? Yes No
Reciprocal agreement? Yes No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
NEW ORLEANS - LOUISIANA - SOUTHERN

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Hotel Dieu
HOSPITAL

2021 PERDIDO STREET P. O. BOX 61262 NEW ORLEANS, LOUISIANA 70161

September 16, 1976

Mrs. Jane Kleiner
Interlibrary Loan Committee
L.S.U. Library
Baton Rouge, LA 70803

Dear Mrs. Kleiner,

Our School of Nursing Library was closed two years ago and the collection added to our Hotel Dieu Hospital Library of which I am librarian. We are a small medical library in a large medical complex as we are in the neighborhood of L.S.U. Medical Center, Tulane Medical Center and the New Orleans Public Library, all of which are resources for borrowed material for us. As our Interlibrary Loan activities are 99.99% borrowing, our policy states simply:"interlibrary loans for work-related material not available in Hotel Dieu Library are made through cooperation with local libraries. The librarian assumes the task of obtaining the material and returning it, but the borrower is responsible for its prompt return to Hotel Dieu Library, and for any damage or loss that may occur." Since requests for loans from our library are so few and far between, we do not have a written lending policy and each request is evaluated and handled according to the who, what, where and how much of the material requested. We do not charge for photocopying of ILL's and our collection consists mainly of books and journals which could be photocopied if necessary, within limits of the copyright law.

If I can be of any further assistance, please let me know.

Sincerely,

Sister Agnes

Sister Agnes Caffarel
Librarian

Miss Evelyn Peterson, Librarian
Hotel Dieu
School of Nursing Library
420 South Prieur Street
New Orleans, Louisiana 70112

Huey Long Memorial Law LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
25th Fl. State Cap. Bldg.
c/o Atty Gen'l's Off. P.O. Box 44005
Baton Rouge, LA. 70804

TELEPHONE: 389-6761
NUC CODE:
TWX CODE:
TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend ✓
Will not lend
Length of loan Two
Renewable yes

PERIODICALS: N/A

	Will Lend	Will Not Lend
Bound		
Unbound		

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.) N/A

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State	✓	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: N/A
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) N/A
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure N/A
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE: N/A
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

INTERNATIONAL HOUSE LIBRARY

LOAN LENDING POLICIES - 1976

Mina L. Crais
Director of Information Services

INTERNATIONAL HOUSE - WTC
NEW ORLEANS, LOUISIANA 70152

P. O. BOX 52020
(504) 522-3591

TELEPHONE: (504) 522-3591 X39

NUC CODE:

TWX CODE:

TWX NO.:

ADDRESS: PHOTODUPLICATIONS
P.O. BOX 52020
NEW ORLEANS 70124

LENDING BRANCHES:

BOOKS:
Will lend
Will not lend X
Length of loan
Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

NONE

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		X
State		X

	Complete	Regional
U.S. Depository		
Since		neither
State Depository		
Since	neither	

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

none

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

none

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:
NO CHARGES, BUT WE ONLY COPY FROM JOURNALS WHERE WE ARE THE ONLY SOURCE

MICROFILMING SERVICE:
Service available NONE
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__ NO
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__ NO
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__ NO

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:
THIS IS A PRIVATE LIBRARY, SERVING THE MEMBERS AND STAFF OF IH + TO AN EXTENT, LOCAL, STATE + U.S. AGENCIES. WE WILL COOPERATE WHERE WE CAN, BUT ARE RESTRICTED. JPK 6/1/76

Law Library of Louisiana LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
LAW LIBRARY OF LOUISIANA
100 SUPREME COURT BUILDING
CIVIC CENTER
NEW ORLEANS, LA. 70112

TELEPHONE: 568-5705
NUC CODE: L-L
TWX CODE:
TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS
LAW LIBRARY OF LOUISIANA
100 SUPREME COURT BUILDING
CIVIC CENTER
NEW ORLEANS, LA. 70112

BOOKS:
Will lend: Yes
Will not lend:
Length of loan: 1 Month
Renewable: Yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound	X	
Unbound	X	

Loan period: 2 weeks
Will renew: Yes X No
Will lend if article exceeds 10 pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film	✓	
Fiche	✓	
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	Yes	
State	Yes	

	~~Complete~~	Regional
U.S. Depository Since	Selected Unknown	
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend:
Will not lend:
Loan period:
Renewal: Yes No
Reproducation policy:
Copies available for purchase from:
Library:
Other:

THESES: (Masters' theses)
Will lend:
Will not lend:
Loan period:
Renewable:
Reproduction policy:

PHOTODUPLICATION SERVICE:
Charge per exposure: 20¢ per Page
Minimum/handling fee: + Postage
Charge for cost estimate:
Billing policy if different from above:
Prisoners Are required To pre pay

MICROFILMING SERVICE:
Service available: NO
Charge per frame:
Minimum charge:

TWX SERVICE (if available):
Will you accept loan requests? Yes No
Will you accept photocopy requests? Yes No
Will you reply? Yes No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes X No
Invoiced later:
Payment in advance:
Other:

POSTAGE:

Charge:	Yes	No
Reimburse?	Yes X	No
Reciprocal agreement?	Yes	No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

INDUSTRIAL DEVELOPMENT LIBRARY
(Dept. of Commerce and Industry)

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Within the Department

TELEPHONE: 389-5371

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

None

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend Within the Department
Will not lend
Length of loan
Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound		

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	Within the Dept.	
State	Within the Dept.	

We can xerox the material if it is allowable.

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE: We have xerox machine.
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Standard and Poor Corporate Records A-Z
Dun and Bradstreet Reference Books
Thomas Register Catalog File
National Journal

SPECIAL CONDITIONS OR RESTRICTIONS:
Our Library (Industrial Development) is used mainly by our Department. We xerox material to send out when it is necessary.

(Mrs.) Lenore S. Cadwallader, Librarian

LOUISIANA LEGISLATIVE COUNCIL LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

TELEPHONE: 389-6141

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

Louisiana Legislative Council

P.O. Box 44012

Baton Rouge, La. 70804

BOOKS:

Will lend

Will not lend X

Length of loan

Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period

Will renew: Yes No

Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		X
State		X

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

The main service provided is photo-copying of legislation.

DISSERTATIONS:

Will lend

Will not lend

Loan period

Renewal: Yes No

Reproducation policy

Copies available for purchase from:

Library

Other

THESES: (Masters' theses)

Will lend

Will not lend

Loan period

Renewable

Reproduction policy

PHOTODUPLICATION SERVICE:

Charge per exposure $.10

Minimum/handling fee $.25

Charge for cost estimate

Billing policy if different from above:

MICROFILMING SERVICE:

Service available NO

Charge per frame

Minimum charge

TWX SERVICE (if available):

Will you accept loan requests? Yes__ No__

Will you accept photocopy requests? Yes__ No__

Will you reply? Yes__ No__

BILLING POLICIES:

Invoiced in I.L.L. form: Yes__ No__

Invoiced separately with photocopies? Yes X No__

Invoiced later

Payment in advance

Other

POSTAGE:

Charge:	Yes X No__
Reimburse?	Yes__ No__
Reciprocal agreement?	Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

Public administration collection (other states' publications). These publications may be loaned through The Council, Interstate Loan Library, P.O. Box 11910, Iron Works Pike, Lexington, KY. 40511

SPECIAL CONDITIONS OR RESTRICTIONS:

This library cannot facilitate an inter-library loan program.

JPK
9/1/76

~~Library of the~~ Louisiana State Museum LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
~~Jackson Square~~ Jackson Square, Vieux Carre
751 Chartres St.
New Orleans 70116

TELEPHONE: 581-4321

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:
None

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend
Will not lend xx
Length of loan
Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound		

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.) None

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS: None in collection.

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: None in collection.
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) None in collection.
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE: On limited basis.
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE: Not available
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Collection limited in scope to Louisiana historical material with special emphasis on the New Orleans area.

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

2511 – Law Library, LSU BR. LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Law Library
Louisiana State University
Baton Rouge, LA 70803

TELEPHONE: 388 5802

NUC CODE:

TWX CODE:

TWX NO.:

LNR CODE: >N

ADDRESS: PHOTODUPLICATIONS

Law Library
Louisiana State University
Baton Rouge, LA 70803

LENDING BRANCHES:

Law

BOOKS:
Will lend ✓
Will not lend
Length of loan 4 Weeks
Renewable No

PERIODICALS:

	Will Lend	Will Not Lend
Bound		✓
Unbound		✓

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		✓
Film		✓
Fiche		✓
Print		✓

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		✓
State		✓

	Complete	~~Regional~~ Selective
U.S. Depository Since		1929
State Depository Since		~~1921~~ 1948

Exceptions or general policy to above:

DISSERTATIONS:
Will lend Have Xerox
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend X
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure .10
Minimum/handling fee Also
Charge for cost estimate Yes
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No
Charge per frame
Minimum charge

TWX SERVICE (if available): No
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes ✓ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes ✓ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:
None

MAJOR NONCIRCULATING COLLECTIONS:
Periodicals
Case Law Reporters
Statutes, Acts, Codes
Govt Docs

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

LSU - Medical Cent and School of Dentistry
New Orleans LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
Louisiana State University Medical Center
Library
1542 Tulane Ave.
New Orleans, La. 70112

LENDING BRANCHES:

TELEPHONE: 527-5133/5134
NUC CODE:
TWX CODE: LU-M
TWX NO.: 810-951-6218
LNR CODE: ZK
ADDRESS: PHOTODUPLICATIONS
Same as ILL address

BOOKS:
Will lend x
Will not lend
Length of loan 2 wks
Renewable one renewal

PERIODICALS:

	Will Lend	Will Not Lend
Bound	x	
Unbound	x	

Loan period 2 wks. (unbound 1 wk.)
Will renew: Yes x No
Will lend if article exceeds 30 pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		x
Film		x
Fiche		x
Print		x

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	x	
State	x	

Cataloged in regular collection

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:
Free photocopy available to regional medical libraries.

DISSERTATIONS:
Will lend X
Will not lend
Loan period 2 wks.
Renewal: Yes x No
Reproducation policy Cannot be reproduced
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend x
Will not lend
Loan period 2 wks.
Renewable Yes
Reproduction policy Cannot be reproduced

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee $1.00
Charge for cost estimate none
Billing policy if different from above:

MICROFILMING SERVICE:
Service available no
Charge per frame
Minimum charge

TWX SERVICE(if available):
Will you accept loan requests? Yes x No
Will you accept photocopy requests? Yes x No
Will you reply? Yes x No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes No
Invoiced later Billed monthly
Payment in advance
Other

POSTAGE:
Charge: Yes No x
Reimburse? Yes x No
Reciprocal agreement? Yes x No

DATES SERVICE SUSPENDED: none

MAJOR NONCIRCULATING COLLECTIONS:
Yellow Fever Collection, History of Medicine Collection

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

LSU School of Medicine in Shreveport LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Marilyn Miller

LSU Medical Center Library
P. O. Box 33932

Shreveport, Louisiana 71130

TELEPHONE: 318-226-3442

NUC CODE: None

TWX CODE: LSUMEDLIB SHV

TWX NO.: 510-973-4046

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

Same as ILL

BOOKS:
- Will lend: X
- Will not lend:
- Length of loan: 2 weeks
- Renewable: yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound	X	
Unbound	X	

- Loan period: 2 weeks
- Will renew: Yes ____ No X
- Will lend if article exceeds 25 pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		X
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

Reference books or indexes not circulated.
Journals received during current week not circulated.

DISSERTATIONS:
- Will lend: X
- Will not lend:
- Loan period: 2 weeks
- Renewal: Yes X No
- Reproducation policy: None
- Copies available for purchase from:
  - Library:
  - Other:

THESES: (Masters' theses)
- Will lend: X
- Will not lend:
- Loan period: 2 weeks
- Renewable: yes
- Reproduction policy: None

PHOTODUPLICATION SERVICE:
- Charge per exposure: None
- Minimum/handling fee: None
- Charge for cost estimate: None
- Billing policy if different from above:

MICROFILMING SERVICE:
- Service available: None
- Charge per frame:
- Minimum charge:

TWX SERVICE (if available):
- Will you accept loan requests? Yes X No
- Will you accept photocopy requests? Yes X No
- Will you reply? Yes X No

BILLING POLICIES: None
- Invoiced in I.L.L. form: Yes No
- Invoiced separately with photocopies? Yes No
- Invoiced later:
- Payment in advance:
- Other:

POSTAGE:
- Charge: Yes No X
- Reimburse? Yes No X
- Reciprocal agreement? Yes X No

DATES SERVICE SUSPENDED:
University holidays

MAJOR NONCIRCULATING COLLECTIONS:
All reference books or journals.
Journals received during current week

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Law Library, Loyola University LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Law Library
Loyola University
6363 St. Charles Ave.
New Orleans, La. 70118 Attn: I.L.L. Dept.

TELEPHONE: 504 865-3426(27)

NUC CODE: N/A

TWX CODE: N/A

TWX NO.: N/A

LENDING BRANCHES:

None

ADDRESS: PHOTODUPLICATIONS

Law Library
Loyola University
6363 St. Charles Ave.
New Orleans, La. 70118 Attn: Photoduplicating Dept.

BOOKS:
Will lend X
Will not lend
Length of loan 14 days
Renewable X

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X
Loan period	N/A	
Will renew: Yes	No	X

Will lend if article exceeds N/A pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card N/A		X
Film N/A		X
Fiche		X
Print N/A		X

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		X
State		X

	Complete	Regional
U.S. Depository Since	N/A	we are not a U.S. depository
State Depository Since		

Exceptions or general policy to above:

None

DISSERTATIONS:
Will lend N/A
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend N/A
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure 10¢
Minimum/handling fee 2.00
Charge for cost estimate None
Billing policy if different from above:
On campus (Loyola)
5¢/page; no minimum handling fee

MICROFILMING SERVICE:
Service available N/A
Charge per frame
Minimum charge

TWX SERVICE (if available): N/A
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes X No__
Invoiced separately with photocopies? Yes X No__
Invoiced later
Payment in advance
Other Often explanatory letter accompanies ILL form

POSTAGE: Photocopy invoice
Charge: Yes X No__
Reimburse? Yes X No__
Reciprocal agreement? Yes__ No X

DATES SERVICE SUSPENDED:
Weekends & National holidays

MAJOR NONCIRCULATING COLLECTIONS:
Statutes and codes; session laws; court reports
rare books; digests; citations; looseleaf services;
law reviews; periodicals; old examinations;
certain reserve materials

SPECIAL CONDITIONS OR RESTRICTIONS:

None

JPK
9/1/76

National Guard of Louisiana

AGO LIBRARY
La. National Guard
Jackson Barracks

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: ~~INTERLIBRARY LOAN~~
AGO Library
La. National Guard
Jackson Barracks
ATTENTION: Mrs. Oalmann
New Orleans, Louisiana 70146

TELEPHONE: 271-6262 Ext 263

NUC CODE: xx

TWX CODE: xx

TWX NO.: xx

LENDING BRANCHES:
xx

ADDRESS: PHOTODUPLICATIONS
xx

BOOKS:
Will lend
Will not lend X
Length of loan
Renewable

PERIODICALS: none

	Will Lend	Will Not Lend
Bound		
Unbound		

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS: none

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: none
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) none
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available none
Charge per frame
Minimum charge

TWX SERVICE(if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

See data attached.

by: Mary B. Oalmann
Mrs. Mary B. Oalmann
Military Historian

JPK
9/1/76

1 February 1977

New Orleans Museum of Art
Isaac Delgado Museum / Stern Auditorium / Wisner Education Wing
P. O. Box 19123 / City Park / New Orleans / Louisiana / 70179

October 7, 1976

Mrs. Jane Pickering Kleiner
Louisiana State University
Library
Baton Rouge, La. 70803

Dear Mrs. Kleiner:

I have just been appointed Librarian of the New Orleans Museum of Art as of October 4, 1976, and your letter of September 2 has come to my attention.

It seems that there has never been a Museum policy regarding interlibrary loans. The establishment of such a policy will be one of my top priorities. The Museum has had an informal relationship to the Howard Tilton Library of Tulane with regard to borrowing, but as the collection grows we should certainly expand our scope of libraries with whom we have relationships.

While our collection is relatively small, it has quite a few strengths, and I look forward to making it better known in the region and to cooperating with other libraries, especially those in Louisiana.

In the meantime I will retain the form which you sent and use it as a guide in establishing an interlibrary loan policy.

Sincerely,

Darla H. Rushing

Darla H. Rushing
Librarian
Felix J. Dreyfous Library

Norman Mayer Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Norman Mayer Library
Graduate School Business Administration
Tulane Univ
New Orleans, LA 70118

TELEPHONE: 865-6111

NUC CODE: —

TWX CODE: —

TWX NO.: —

LENDING BRANCHES:

None

ADDRESS: PHOTODUPLICATIONS

Same as above

BOOKS:
Will lend ✓
Will not lend ~~✓~~
Length of loan 2 weeks
Renewable varies

PERIODICALS:

	Will Lend	Will Not Lend
Bound		✓
Unbound		✓

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		✓
Film		✓
Fiche		✓
Print		✓

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	✓	
State	✓	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

not a depository library
Exceptions or general policy to above:

DISSERTATIONS: not applicable
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) not applicable
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee 1.00 minimum-out of state only
Charge for cost estimate n/a
Billing policy if different from above:

10¢ per page + 10¢ for envelope plus postage

MICROFILMING SERVICE:
Service available no
Charge per frame
Minimum charge

TWX SERVICE (if available): no
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes ✓ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: postage+envelopes Yes ✓ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

Books lent at discretion of librarian

JPK
9/1/76

Our Lady of Lourdes Hosp. LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Our Lady of Lourdes Hosp. Library
P O Box 3827
Lafayette, LA 70506

TELEPHONE: (318) 234-7381 Ext 2141

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

none

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend ✓
Will not lend
Length of loan 2 weeks
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound	✓	
Unbound	✓	
Loan period	1 week	
Will renew: Yes	✓	No
Will lend if article exceeds	50 pages	

MICROFORMS: (books, newspapers, etc.) N/A

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS: N/A

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: N/A
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses) N/A
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:
Will provide free only on a reciprocal basis with hospital libraries in immediate area.

MICROFILMING SERVICE: N/A
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available): N/A
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES: none
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes ✓ No__

DATES SERVICE SUSPENDED: none

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

Will lend books and journals and provide photocopy services only on a reciprocal agreement with other hospital libraries the immediate area.

JPK
9/1/76

Alton Ochsner Medical Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Alton Ochsner Medical Found. Library
1516 JEFFERSON HWY
NEW ORLEANS, LOUISIANA 70121

TELEPHONE: (504) 834-7070 ext 5801

NUC CODE:

TWX CODE: OCHSCLINIC

TWX NO.: 810-951-6183

LENDING BRANCHES:

none

ADDRESS: PHOTODUPLICATIONS

same

BOOKS:
- Will lend ✓
- Will not lend
- Length of loan 2 weeks
- Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound	✓	
Unbound	✓	

- Loan period 2 weeks
- Will renew: Yes ✓ No
- Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.) DON'T OWN

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS: DON'T OWN

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS: DON'T OWN
- Will lend
- Will not lend
- Loan period
- Renewal: Yes No
- Reproducation policy
- Copies available for purchase from:
  - Library
  - Other

THESES: (Masters' theses) DON'T OWN
- Will lend
- Will not lend
- Loan period
- Renewable
- Reproduction policy

PHOTODUPLICATION SERVICE:
- Charge per exposure
- Minimum/handling fee
- Charge for cost estimate
- Billing policy if different from above: $2.00 per ILL under 10 pages photocopied

MICROFILMING SERVICE:
- Service available none
- Charge per frame
- Minimum charge

TWX SERVICE (if available):
- Will you accept loan requests? Yes ✓ No
- Will you accept photocopy requests? Yes ✓ No
- Will you reply? Yes ✓ No

BILLING POLICIES:
- Invoiced in I.L.L. form: Yes No ✓
- Invoiced separately with photocopies? Yes ✓ No
- Invoiced later
- Payment in advance
- Other

POSTAGE:
- Charge: Yes No ✓
- Reimburse? Yes No ✓
- Reciprocal agreement? Yes No

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Northwestern State University: SHREVEPORT DIVISION LIBRARY
College of Nursing ____ LIBRARY
(under Eugene P. Watson Library, Natchitoches)

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN
NSU-Shreveport Division Library
1800 Warrington Place
Shreveport, Louisiana 71101

TELEPHONE: 424-1827
NUC CODE:
TWX CODE:
TWX NO.:
LNR CODE: *M
ADDRESS: PHOTODUPLICATIONS
1800 Warrington Place
Shreveport, Louisiana 71101

LENDING BRANCHES:
none

BOOKS:
Will lend general collection
Will not lend reserve and reference
Length of loan two weeks
Renewable once

PERIODICALS:

	Will Lend	Will Not Lend
Bound	no	xxx
Unbound		xxx

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		xxxx
Film		xxxx
Fiche		xxxx
Print		xxxx

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	xxxx	
State	xxxx	

	Complete	Regional
U.S. Depository Since	no	no
State Depository Since		

Exceptions or general policy to above:
occasionally copy from microfilm can be made available-efforts are being made to improve microfilm copy service.

DISSERTATIONS:
Will lend not available
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend sometimes yes
Will not lend
Loan period two weeks
Renewable once
Reproduction policy 10c charge pr page

PHOTODUPLICATION SERVICE:
Charge per exposure 10c
Minimum/handling fee none
Charge for cost estimate none
Billing policy if different from above:
must pay in advance for any copy over $3.00.

MICROFILMING SERVICE:
Service available sometimes
Charge per frame 10c
Minimum charge none

TWX SERVICE(if available): non available
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes x No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later under $3.00
Payment in advance over $3.00
Other

POSTAGE:
Charge: Yes X No__
Reimburse? Yes x No__
Reciprocal agreement? Yes__ No x

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
periodicals, reference, archives

SPECIAL CONDITIONS OR RESTRICTIONS:
subject to curriculum requirements of the college.

JPK
9/1/76

Our Lady of the Lake School of Nursing LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

TELEPHONE:

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend
Will not lend X
Length of loan
Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		X
Unbound		X

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print	Not in our collection	

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State	Not in our collection	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE: not available
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE: not available
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available): not available
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

Books & periodicals on "Nursing".

SPECIAL CONDITIONS OR RESTRICTIONS:

Books & periodicals may be used in the library.

JPK
9/1/76

Public Affairs Research Council mail

LOUISIANA STATE UNIVERSITY
AND AGRICULTURAL AND MECHANICAL COLLEGE
BATON ROUGE · LOUISIANA · 70803

LIBRARY

September 2, 1976

Dear Librarian:

As a member of the Louisiana Library Association Interlibrary Loan Committee, I have been asked to compile the interlibrary lending policies of all libraries in the state. These policies will be included in the state procedures manual now in preparation by this committee.

Attached is a questionnaire which will be used to prepare the library policies portion. The committee is scheduled to meet later this month to review this material. I would appreciate your returning the completed questionnaire to me by September 15 so that I will have time to organize the collected information.

Your cooperation in this project will help produce a manual which will hopefully contribute much to the efficient operation of your interlibrary loan area. Thank you for your assistance in this project.

Sincerely,

Jane Pickering Kleiner

(Mrs.) Jane Pickering Kleiner
Louisiana Library Association
Interlibrary Loan Committee

Dear Mxxx Jane,

The Public Affairs Research Council's library is a noncirculating collection; however, persons may use the publications on the premises. Photocopying is available at 15 cents per copy; postage is charged. Some exceptions are made to permit persons to borrow publications, but they are rare. We try to assist librarians with special information whenever we can.

Sincerely,

Jackie Ducote
Research Librarian
PAR, Box 3118, Baton Rouge, LA 70821
(504) 343-9204

~~Medical Library~~ - Rapides General Hospital LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

TELEPHONE: 487 - 9111 (Alexandria, La.)

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
- Will lend
- Will not lend
- Length of loan
- Renewable

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound		

- Loan period
- Will renew: Yes ____ No ____
- Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
- Will lend
- Will not lend
- Loan period
- Renewal: Yes ____ No ____
- Reproduction policy
- Copies available for purchase from:
  - Library
  - Other

THESES: (Masters' theses)
- Will lend
- Will not lend
- Loan period
- Renewable
- Reproduction policy

PHOTODUPLICATION SERVICE:
- Charge per exposure
- Minimum/handling fee
- Charge for cost estimate
- Billing policy if different from above:

MICROFILMING SERVICE:
- Service available
- Charge per frame
- Minimum charge

TWX SERVICE (if available):
- Will you accept loan requests? Yes__ No__
- Will you accept photocopy requests? Yes__ No__
- Will you reply? Yes__ No__

BILLING POLICIES:
- Invoiced in I.L.L. form: Yes__ No__
- Invoiced separately with photocopies? Yes__ No__
- Invoiced later
- Payment in advance
- Other

POSTAGE:
- Charge: Yes__ No__
- Reimburse? Yes__ No__
- Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

Our small library has medical and nursing journals that are bound twice a year. We also have some textbooks. The interlibrary loan system is frequently used by us and we would be glad to share our resources through photo copies if we have needed material.

J Dawkins, Librarian JPK 9/1/76

PAUL J. HARDY
SECRETARY OF STATE

STATE OF LOUISIANA
SECRETARY OF STATE
P.O. BOX 44125
BATON ROUGE, LA. 70804
(504) 389-6181

September 17, 1976

Louisiana Library Association
Mrs. Jane Kleiner
Interlibrary Loan Committee
L. S. U. Library
Baton Rouge, Louisiana 70803

Dear Mrs. Kleiner:

The Secretary of State's Office does not maintain a library.

I am sorry to be late returning your questionnaire, but I have been out of the office for two weeks.

Sincerely,

Patricia Foster

(Miss) Patricia Foster
Recorder of Documents

PF:sc

Enclosures: 2

The Shreveport Times

222 LAKE ST. • P. O. BOX 222 • SHREVEPORT, LOUISIANA 71130

September 16, 1976

Mrs. Jane Pickering Kleiner
Louisiana Library Association
Interlibrary Loan Committee
L.S.U. Library
Baton Rouge, La. 70803

Dear Mrs. Kleiner,

I received your letter requesting completion of a questionnaire on the interlibrary loan policy of the organization I work for. The Shreveport Times does not have such a policy. We will on most occasions make a copy (xerox or microfilm) of any article or material we have. However, we hardly ever get such requests from other libraries so I don't know if there would be a need to include The Shreveport Times in your manual.

I thank you for your letter. If I can be of any assistance to you in other projects, please contact me.

Sincerely,

Chris Sanson

Mrs. Chris Sanson
Librarian

State Times - Morning Advocate LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

TELEPHONE: _____

NUC CODE: _____

TWX CODE: _____

TWX NO.: _____

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
- Will lend _____
- Will not lend _____
- Length of loan _____
- Renewable _____

PERIODICALS:

	Will Lend	Will Not Lend
Bound		
Unbound		

- Loan period _____
- Will renew: Yes _____ No _____
- Will lend if article exceeds _____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
- Will lend _____
- Will not lend _____
- Loan period _____
- Renewal: Yes _____ No _____
- Reproducation policy _____
- Copies available for purchase from:
  - Library _____
  - Other _____

THESES: (Masters' theses)
- Will lend _____
- Will not lend _____
- Loan period _____
- Renewable _____
- Reproduction policy _____

PHOTODUPLICATION SERVICE:
- Charge per exposure _____
- Minimum/handling fee _____
- Charge for cost estimate _____
- Billing policy if different from above:

MICROFILMING SERVICE:
- Service available _____
- Charge per frame _____
- Minimum charge _____

TWX SERVICE (if available):
- Will you accept loan requests? Yes__ No__
- Will you accept photocopy requests? Yes__ No__
- Will you reply? Yes__ No__

BILLING POLICIES:
- Invoiced in I.L.L. form: Yes__ No__
- Invoiced separately with photocopies? Yes__ No__
- Invoiced later _____
- Payment in advance _____
- Other _____

POSTAGE:
- Charge: Yes__ No__
- Reimburse? Yes__ No__
- Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

Not open to the public.
Collection is non-circulating.

JPK
9/1/76

Times - Picayune

LOUISIANA STATE UNIVERSITY
AND AGRICULTURAL AND MECHANICAL COLLEGE
BATON ROUGE · LOUISIANA · 70803

LIBRARY

September 2, 1976

Dear Librarian:

As a member of the Louisiana Library Association Interlibrary Loan Committee, I have been asked to compile the interlibrary lending policies of all libraries in the state. These policies will be included in the state procedures manual now in preparation by this committee.

Attached is a questionnaire which will be used to prepare the library policies portion. The committee is scheduled to meet later this month to review this material. I would appreciate your returning the completed questionnaire to me by September 15 so that I will have time to organize the collected information.

Your cooperation in this project will help produce a manual which will hopefully contribute much to the efficient operation of your interlibrary loan area. Thank you for your assistance in this project.

Sincerely,

Jane Pickering Kleiner

(Mrs.) Jane Pickering Kleiner
Louisiana Library Association
Interlibrary Loan Committee

Enc.

Sept. 16, 1976

Mrs. Klein:

We have a closed library, we do not allow anything to leave our building, no exceptions..

Warren F. Nardelli Jr.
Head Librarian
Times-Picayune Pub. Corp.

Touro Infirmary - Medical Library LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

EX 372 174

ADDRESS: INTERLIBRARY LOAN

MEDICAL STAFF LIBRARY
TOURO INFIRMARY
1401 FOUCHER ST
NO LA 70115

TELEPHONE: 897-3311

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend ✓
Will not lend
Length of loan 2 WEEKS
Renewable NO

PERIODICALS:

	Will Lend	Will Not Lend
Bound	✓	
Unbound	✓	

Loan period 2 WEEKS
Will renew: Yes ✓ No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	✓	
State	✓	

	Complete	Regional
U.S. Depository		
Since		
State Depository		
Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE(if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No ✓
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

TULANE LAW SCHOOL LIBRARY LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

THE LAW LIBRARY
SCHOOL OF LAW
TULANE UNIVERSITY
N. ORLEANS, LA 70118

TELEPHONE: 566 2757 EXT 44

NUC CODE: LNMT

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend 'RUT RESERVE' TREATIES
Will not lend PERIODICALS - REPRINTS ETC
Length of loan 2x 28 days
Renewable yes

PERIODICALS:

	Will Lend	Will Not Lend
Bound		✓
Unbound		✓

Loan period
Will renew: Yes No
Will lend if article exceeds pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.		✓
State		

	Complete	Regional
U.S. Depository		
Since	✓	
State Depository		
Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproduction policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend ✓
Will not lend
Loan period 2x 28 days
Renewable ✓
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure $1.00 PAGE
Minimum/handling fee $1.00
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes ✓ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

Tulane School of Medicine
Rudolph Matas Medical (Tulane Univ.) LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

Rudolph Matas Medical Library
Tulane University School of Medicine
1430 Tulane Avenue

New Orleans, La. 70112

TELEPHONE: 504-588-5156

NUC CODE: LNT-M

TWX CODE: LNT M NEW ORL

TWX NO.: 810-951-5203

LENDING BRANCHES: None

ADDRESS: PHOTODUPLICATIONS

Rudolph Matas Medical Library
Tulane University School of Medicine
1430 Tulane Avenue

New Orleans, La. 70112

BOOKS:
Will lend X
Will not lend
Length of loan 2 weeks
Renewable 2 weeks

PERIODICALS:

	Will Lend	Will Not Lend
Bound	X (Special reason)	
Unbound	X (Special reason)	

Loan period bound-2 wks. unbound-1 wk.
Will renew: Yes same No
Will lend if article exceeds 25 pages

MICROFORMS: (books, newspapers, etc.) NONE

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	X	
State	X	

	Complete	Regional
U.S. Depository		
Since		
State Depository		
Since		

Exceptions or general policy to above:

Books and journals on Reserve or Reference do not circulate.

DISSERTATIONS:
Will lend
Will not lend X
Loan period
Renewal: Yes No
Reproducation policy None
Copies available for purchase from:
Library
Other Univ. Mics. since 1967

THESES: (Masters' theses)
Will lend X
Will not lend
Loan period 2 weeks
Renewable 2 weeks
Reproduction policy None

PHOTODUPLICATION SERVICE:
Charge per exposure $ .10
Minimum/handling fee $1.00
Charge for cost estimate No charge
Billing policy if different from above:

MICROFILMING SERVICE:
Service available No
Charge per frame
Minimum charge

TWX SERVICE(if available):
Will you accept loan requests? Yes X No
Will you accept photocopy requests? Yes X No
Will you reply? Yes X No

BILLING POLICIES:
Invoiced in I.L.L. form: Yes No
Invoiced separately with photocopies? Yes X No
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes No X
Reimburse? Yes No
Reciprocal agreement? Yes X No

DATES SERVICE SUSPENDED:
Dec.18 - Jan.2

MAJOR NONCIRCULATING COLLECTIONS:
Reserve
Reference

SPECIAL CONDITIONS OR RESTRICTIONS:

Automatically substitute a xerox copy up to 25 pages for libraries that are out of the TALON region or non-medical.

JPK
9/1/76

U. S. Department of Agriculture
S.R.R.C.

LNR CODE: ZI

INTERLIBRARY LOAN POLICY

NUC CODE: LNSU
DATE: January, 1977

ADDRESS: Library, USDA
Southern Regional Research Center
P.O.Box 19687
New Orleans, La. 70179

TWX number: 810-951-5112
Answer back: LNS USDA
Telephone number: [redacted]-589-7071 (504)

BOOKS:
Will lend X
Will not lend
Length of loan 1 to 4 weeks
Renewable not usually

DISSERTATIONS: NOT APPLICABLE
Will lend
Will not lend
Length of loan
Renewable
Restrictions
Microfilm available:
Our library
University Microfilms since

MASTER'S THESES: NOT APPLICABLE
Will lend
Will not lend
Length of loan
Renewable
Restrictions

PERIODICALS:
Will lend X
Will not lend
Length of loan 1 week
Renewable no
Lend if article exceeds ____ pages.

MICROFORMS: NOT APPLICABLE

	Will lend:	Will not lend:
Cards	___	___
Film	___	___
Fiche	___	___

NEWSPAPERS:
Will lend no
Will not lend

OTHER:
Service suspended during Xmas
from ------ to ------

AUDIO-VISUAL MATERIAL: NOT APPLICABLE
Will lend
Will not lend

TWX SERVICE:
Accept loan requests? Yes
Photoduplication req? Yes
Will reply? Collect, if requested

PHOTOCOPY SERVICE: *
No charge up to _____ pages
Charge per exposure
Handling charge
Minimum charge
Charge for cost estimate
Automatic xerox of less than ____ pages.

MICROFILMING: None
Service available
Charge per frame
Handling charge
Minimum charge

BILLING POLICY: NOT APPLICABLE
Invoiced with material
Invoiced on ILL form
Invoiced monthly
Other

POSTAGE:
Do charge:
Do not charge: usually
Other charges:

DOCUMENTS:
Will lend Yes
Will not lend
US Depository since No
UN Depository No
State Depository No

Address for photoduplication:
Same as above

COMMENTS: * Cannot accept monies- copies may be sent at no charge in lieu of loan.

U. S. Forest Service Library
Southern Forest Experiment Station LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

FEB 4 1977

ADDRESS: INTERLIBRARY LOAN
LIBRARY, SOUTHERN FOREST EXPERIMENT STATION
ROOM T 10300 U. S. POSTAL SERVICE BUILDING
701 LOYOLA AVENUE
NEW ORLEANS LOUISIANA 70113

TELEPHONE: (504) 589-6798

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES:

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend ✓
Will not lend
Length of loan 2 wks
Renewable No

PERIODICALS:

	Will Lend	Will Not Lend
Bound		✓
Unbound	✓	

Loan period 2 wks.
Will renew: Yes No ✓
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.)

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS:

	Will Lend	Will Not Lend
U.S.	✓	
State	✓	

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76

U. S. Veterans Admin. Hospital Medical Lib. - New Orlean
V.A. Hospital LIBRARY

INTERLIBRARY LOAN LENDING POLICIES - 1976

ADDRESS: INTERLIBRARY LOAN

V.A. Hospital Library
1601 Perdido St.
New Orleans, La. 70146

TELEPHONE: 504-524-0811 X363 or 261
FTS: 682-5261 or 682-5363

NUC CODE:

TWX CODE:

TWX NO.:

LENDING BRANCHES: none

ADDRESS: PHOTODUPLICATIONS

BOOKS:
Will lend yes
Will not lend
Length of loan 2 weeks
Renewable Yes if not requested

PERIODICALS:

	Will Lend	Will Not Lend
Bound	yes	
Unbound	yes	

Loan period 2 weeks bound 1 wk unbound
Will renew: Yes Yes if not needed No
Will lend if article exceeds ____ pages

MICROFORMS: (books, newspapers, etc.) none

	Will Lend	Will Not Lend
Card		
Film		
Fiche		
Print		

GOVERNMENT PUBLICATIONS: not applicable

	Will Lend	Will Not Lend
U.S.		
State		

	Complete	Regional
U.S. Depository Since		
State Depository Since		

Exceptions or general policy to above:

DISSERTATIONS:
Will lend
Will not lend
Loan period
Renewal: Yes No
Reproducation policy
Copies available for purchase from:
Library
Other

THESES: (Masters' theses)
Will lend
Will not lend
Loan period
Renewable
Reproduction policy

PHOTODUPLICATION SERVICE:
Charge per exposure free but this may change!
Minimum/handling fee
Charge for cost estimate
Billing policy if different from above:

MICROFILMING SERVICE:
Service available
Charge per frame
Minimum charge

TWX SERVICE (if available):
Will you accept loan requests? Yes__ No__
Will you accept photocopy requests? Yes__ No__
Will you reply? Yes__ No__

BILLING POLICIES:
Invoiced in I.L.L. form: Yes__ No__
Invoiced separately with photocopies? Yes__ No__
Invoiced later
Payment in advance
Other

POSTAGE:
Charge: Yes__ No__
Reimburse? Yes__ No__
Reciprocal agreement? Yes__ No__

DATES SERVICE SUSPENDED:

MAJOR NONCIRCULATING COLLECTIONS:
Medical and allied Health, General patient Collection

SPECIAL CONDITIONS OR RESTRICTIONS:

JPK
9/1/76